

Course Development Policy

Policy Name	Course Development Policy
Policy number	CDD002
Date approved	4 February 2015
Approving body	The Academic Board (Senatus)
Responsible officer	The Head of School
Implementation officer	The Academic Registrar
Next review date	June 2017
Linked policies	
Linked forms	

Purpose of this policy

The Cairnmillar Institute (the Institute) is committed to appropriate consultation and a clear system of governance for approving new courses and course components to ensure that they are aligned with the strategic aims of the Institute and best practice in education. This includes both higher education courses and short courses.

This policy sets out the approval process for the Institute teaching staff who wish to propose the implementation of a new course or major area of study.

It is important that no formal contact is made to regulatory bodies for endorsement or approval of courses without the approval of the Academic Board and where necessary, The Cairnmillar Institute Council (the Council).

This procedure also applies where a proposal to make major or minor changes to an established course with appropriate variations to the process to reflect the different circumstances.

Consultation

A teaching area that wishes to propose a new course or major area of study needs to develop the proposal through consultation with the Institute teaching colleagues in order to reach a consensus regarding the need for and the requirements of the new course or major study are.

Initial Consultation should include:

- Considering the impact on any teaching area or other course at the Institute that might be affected by the proposal
- Discussing with the Head of School any linkages between the proposed course and courses already offered by other teaching areas at the Institute.
- Once the Head of School is aware that a proposal is being developed the Chair of the Academic Board and subsequently the Academic Board must be informed. The Academic Board must determine the Advisory Committee by which, development of the proposal is to be overseen.

Internal Course Development Process

- After the initial consultation, the appointed Advisory Committee itself or a working group reporting to the Advisory Committee develops the proposal. It is expected that the proposer of the proposal be a member of the Advisory Committee . Minutes must be kept and areas of responsibility determined.
- If necessary the Head of School will appoint and “acting course coordinator” to take the lead in developing the proposal and ensuring that internal consultation is undertaken and feedback provided to inform the development of the proposal.
- The committee must define the graduate attributes and ensure they are consistent with the Australian Qualifications Framework and the Psychology Board of Australia or Psychotherapy and Counselling Federation of Australia, as appropriate.
- The course content must reflect the body of knowledge, skills and their application to lead to developing the attributes in the graduates.
- Professional membership criteria must also be considered in developing any course proposal.
- A TEQSA application may be commenced as a draft
- The Academic Board must be kept informed of progress through the Head of School and/or the Advisory Committee.

In order to confirm that appropriate consultation has taken place, the proposal must include the signoff of:

- The Head of School
- Other key teaching stakeholders affected by the proposal
- The Acting Course Coordinator

Business case

The Institute teaching staff proposing a new course or major area of study must submit a business case for endorsement by the Head of School and the Head of Administration.

The business case must:

- Show consultation has taken place with relevant stakeholders
- Be presented using the Institute business plan template
- Included with the proposal for the new course:
 - Market viability
 - Resource requirements including space and staff
 - Course Manual including unit descriptions and assessment requirements
 - Articulation, recognition of prior learning (RPL) and credit transfer map
 - Admission Criteria

External Consultation

If the Head of School approves the business case, the “acting course coordinator” will:

- Proceed with developing the curricula;
- Convene an external course advisory committee consisting of key informants and key stakeholders from industry, other higher education providers, and relevant professional organization;
- Modify and adapt the proposal to take into account the feedback from the external course advisory committee;
- Convene the external course advisory committee twice in each calendar year for ongoing review by the external course advisory committee;
- Ensure the “paper trail” with meeting minutes including who is responsible.

Academic Board/Senatus

- The final course proposal must be tabled at the Academic Board by the Advisory Committee and the Head of School for approval;
- Changes that do not need Council approval are reported to the Senatus agenda for approval and are implemented by the Head of School;
- The recommendation by Academic Board will be sent to Council for confirmation.