

<b>DOCUMENT TYPE</b>	<b>D</b>	 <b>LA TROBE</b> UNIVERSITY
<b>ACADEMIC</b>	<b>1</b>	
<b>TEACHING AND LEARNING</b>	<b>1</b>	
<b>COURSES</b>	<b>4</b>	
<b>NUMBER</b>	<b>003</b>	
		Policy Database Document Reference Number <b>114003D</b>

## COURSE REVIEW PROCEDURES

<b>Parent Policy Title</b>	Course Lifecycle Policy																	
<b>Associated Documents</b>	Course Revision Procedures Course Suspension and Closure Policy Course Suspension and Closure Procedures Course Design Principles and Guidelines																	
<b>Preamble</b>	The University will provide consistent principles and procedures to guide the University community in the review, revision and closure of courses.																	
<b>General</b>	This course review procedure will ensure that transparent and consistent processes will guide the review of courses.																	
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<b>1. Review Cycles</b>	Courses will be reviewed on a five yearly cycle or more often if triggered by, for example, external or professional accreditation or in response to data trends. The Faculties are to maintain a Calendar of Reviews for all coursework programs within their faculty. Courses that are subject to external or professional accreditation should have the reviews conducted concurrently whenever possible.																	
<b>2. Possible outcomes of a review</b>	The outcome of a course review, as determined by the reviewer or review panel may be <ul style="list-style-type: none"> <li>• no change;</li> <li>• major, minor or substantial revision</li> <li>• suspension or closure</li> </ul>																	
<b>3. Persons responsible</b>	It is the responsibility of the Faculty to initiate the proceedings for review of their courses. A review will be undertaken either by: <ul style="list-style-type: none"> <li>• a senior person with experience in the relevant discipline and external</li> </ul>																	

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	<p>to La Trobe University who is appointed by the relevant Dean; or</p> <ul style="list-style-type: none"> <li>in the case of a major review, by a group of persons including a Chair who has no connection with the course</li> </ul>
<b>4. Panel Composition</b>	<p>Where a panel is used it may be composed of a relevant mix selected by the relevant Dean or Deans from:</p> <ul style="list-style-type: none"> <li>Dean or nominee from cognate discipline;</li> <li>a Head of School from a cognate discipline;</li> <li>a member of staff from a cognate discipline;</li> <li>a person external to the University with relevant experience;</li> <li>a current student of the course;</li> <li>a recent graduate of the course.</li> </ul> <p>If the course is offered in more than one location, representation on the panel from most locations should be enabled.</p> <p>An administrator from the relevant Faculty may act as Secretary.</p>
<b>5. Terms of Reference</b>	<p>The Dean will develop terms of reference for the review in consultation with the Pro Vice-Chancellor (Curriculum and Academic Planning) (PVC(CA)). These may be designed to address, using examples from current practice, the following areas:</p> <ul style="list-style-type: none"> <li>Original aims of the course and the extent to which they are being met</li> <li>Relevance of the curriculum to the course aims, its currency and whether it is based on scholarly approaches</li> <li>Contribution of the course to the Faculty's strategic direction</li> <li>Adequacy of relevant resources (staff, budget, space, ICT etc)</li> <li>Adequacy of enrolments, pass rates and completion times</li> <li>Suitable support for students in their progress (First year, international students, students with disabilities, students from regional campuses etc, through-put to honours and higher degrees)</li> <li>Student feedback and quality assurance processes applied and the nature of the information resulting from these</li> <li>Recommendations from the last review of this course and whether they have been implemented</li> </ul> <p>Student/graduate input into the review is essential. In addition a public call for submissions may be made.</p>
<b>6. Data available</b>	<p>The Management Information Unit is able to produce 'Course Review Packs' of relevant data.</p>
<b>7. Report</b>	<p>The reviewing person or panel will report on the terms of reference, provide an executive summary which summarises the findings and recommend no change, revision, suspension or closure of the course and list issues to be addressed by the Faculty before the next review.</p>

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<b>7. Response</b>	The final review report will be submitted to the Faculty for comment and planned response. It will then be referred to the University's Curriculum, Teaching and Learning Committee together with the Faculty response and action plan. The response will include an executive summary and a list of issues to be addressed by the Faculty before the next review as well as the process for implementing recommendations made in the report. The Curriculum Teaching and Learning Committee will make recommendations regarding appropriate action to Academic Board for approval.
<b>Status</b>	Reformatted and minor revision: Based on version dated 9 October 2003
<b>Approval Body</b>	Academic Board 11 February 2009 Minute 429.3.1(b)
<b>Initiating Body</b>	Curriculum Teaching and Learning Committee
<b>Definitions</b>	Not applicable
<b>Date Effective</b>	January 2009
<b>Next Review Date</b>	January 2013
<b>Keywords</b>	Course, review,
<b>Owner/Sponsor</b>	Deputy Vice-Chancellor
<b>Author</b>	Pro Vice-Chancellor (Quality Enhancement)
<b>Contact person</b>	Executive Officer PVC(CAP)