

Course Review and Cancellation Policy and Procedure

Policy Purpose

The purpose of this policy is to provide a framework by which all Think: Colleges courses are reviewed on a cyclical basis to ensure that they are academically sound; in accordance with industry standards, of a high quality, financially viable and to determine which, if any, courses should be cancelled.

Policy Scope

This policy applies to all accredited courses offered through Think: Colleges and applies to any partnership arrangements

Definitions

Refer to *Glossary of Terms*.

Policy Content

Think: Colleges is committed to a planned and systematic review of all courses to ensure that for every course offered the curriculum is challenging and current, the course structure is efficient and effective in achieving learning outcomes, and that the student receives a high quality teaching and learning experience

Course reviews have three primary objectives:

- **Course Quality:** that the curriculum design is clear, appropriate and developmental in its learning outcomes; is an engaging learning experience for students; that the assessment system is clearly linked to course outcomes; that there is continual enhancement and efficient management of course resources.
- **Course Relevance:** that the course is aligned with Think: Colleges strategic priorities and mission; that external stakeholder and graduate employment outcomes confirm that the course is meeting expectations and graduate outcomes.
- **Course Viability:** that the course is cost effective and sustainable.

Course reviews must incorporate student and other stakeholder feedback and satisfy professional and accreditation requirements.

Procedure for Implementation

Course reviews are conducted under the auspice of the Academic Board and form part of the College's planning and monitoring process.

The Learning and Teaching Committee (LTC) determines course reviews according to a predetermined schedule. The Head of College will develop a *Course Review Schedule* in consultation with Academic Services Division. The Head of College will table the *Course Review Schedule* at the last LTC meeting of the academic year for approval. The Head of College will commission a Course Advisory Committee (CAC) for Higher Education course or Industry Consultation Committee (ICC) for Vocational course to systematically review a course and the review is conducted at the College level under the direction of the Head of College. The Head of Academic Studies is responsible for gathering relevant information and documentation for the review and a *Course Review Report* is presented to the CAC for Higher Education Course or ICC for Vocational course.

Cyclical Course Review

The Head of Academic Studies monitors and analyses key indicators and their related measures and targets regarding student profiles, demand for the course, and the quality of teaching and learning. The major focus of a review is to analyse course performance and identify initiatives for enhancing the teaching and learning quality, resources and market responsiveness.

The CAC for Higher Education Courses or ICC for Vocational courses will review and analyse the entire academic program for the course; its regulations, structure (its units, major and minor sequences), currency of the curriculum, quality of teaching and learning, graduate outcomes, management, fieldwork, projects and work experience, and any other aspects which comprise the course. The major focus is to review the course curriculum map (which shows how the learning outcomes and their associated assessment tasks contribute to the achievement of course learning outcomes); to review the level of engagement in learning experiences, and to monitor student perceptions of how all aspects of the course support their achievement of the course learning outcomes.

Course Cancellation

The Head of College (or delegated nominee) will recommend a course cancellation in consultation with the Chief Executive Officer. The Head of College (or delegated nominee) will develop a *Teach-Out Plan* and present it to the LTC for approval. If the proposed *Teach-Out Plan* is approved by the LTC then the Student Services Manager (or delegated nominee) will notify the relevant students and the Group Academic Director (or delegated nominee) will notify the relevant Registering Body within 14 calendar days.

Record keeping and confidentiality

Records of all *Course Review Reports* and Committee Meeting documents handled under this procedure are required to be centrally located and maintained for a period of at least five years for auditing and course re-accreditation purposes

Publication

These procedures are available on the Staff Portal

Responsibility	Head of College
Record Management	Course Review Schedule Course Review Report Teach-Out Plan The Student Records Management System Course Advisory Committee Agenda and Minutes Industry Consultation Committee Agenda and Minutes Learning and Teaching Committee Agenda and Minutes
Reference	Course Advisory Committee Terms of Reference Industry Consultation Committee Terms of Reference Learning and Teaching Committee Agenda and Minutes Glossary of Terms
Policy Developed By	Academic Director
Policy Endorsed By	Academic Board
Policy Complies with	AQTF 2007 - Element 1.2
Version Number	3.1
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