

# Program Development Team Schedule

## 1 Purpose

A Program Development Team may be established to manage each program Accreditation, Re-accreditation or significant change to an existing Accredited Academic Program. This Schedule establishes the composition of the Program Development Team.

## 2 Scope

This schedule must be read in conjunction with the Program Accreditation Procedure and the Program Change, Suspension and Discontinuation Procedure and is subordinate to the Program Accreditation Procedure.

## 3 Schedule

A Program Development Team may be established to manage each program Accreditation, Re-accreditation or significant change to an existing Accredited Academic Program. The Team may include, as appropriate:

Program Director	The Program Director is the Chair of the Program Development Team and has oversight of the successful review, design and implementation of the program, as well as the management of the Program Development Team. More than one person can fill this role if required.
Relevant discipline leaders	Represent discipline interests on the Program Development Team and liaise with disciplinary colleagues to ensure review, design and implementation activities are carried out at discipline level. More than one person can fill this role if required.
At least two Industry Advisory Board Members and/or one plus one representative of a professional association, where appropriate	Represent interests of employer groups or professions that employ Graduates of the program or discipline.
Digital Curriculum Designer within the faculties	Provides specialist advice on integrating digital literacies and technologies into learning and teaching curriculum and pedagogy.

Course and Program Management representative	Manages and interprets procedural and administrative requirements associated with program development and review, including coordination of timelines, and implications of program changes, including required communication of approved changes to relevant institutional stakeholders.
An academic staff member from another school	With some stake in the program and can provide advice from an internal stakeholder perspective.
A senior academic staff member from another University	With expertise in a related discipline who can provide an external viewpoint and disciplinary advice to the team.
One Graduate and one current Student of the program	Able to provide a stakeholder perspective on the program experience.
Stakeholders with required professional expertise to ensure key aspects of curriculum design are embedded:	<p>Educational Designer - provides Course level curriculum design advice and support.</p> <p>Liaison Librarian - provides curriculum embedding advice, opportunities and support related to Student literacy development and requirements for programs of study, as well as appropriate resources for Student development of the relevant body of knowledge.</p> <p>Learning Advisor - provides curriculum embedding advice, opportunities and support for successful Student transition, as well as academic and study skills development and support at the program and Course Level.</p> <p>Careers and Employability - provides curriculum embedding advice, opportunities and support for Student careers and employability development, including Student career identity development; work-readiness; and the facilitation of curricular and co-curricular work-based learning opportunities/transition to employment.</p>

## 4 Schedule Information

<b>Accountable Officer</b>	Deputy Vice-Chancellor (Academic Affairs)
<b>Responsible Officer</b>	Dean (Academic Transformation)
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Academic Programs and Courses Quality Policy</a>

<b>Approved Date</b>	5/4/2022
<b>Effective Date</b>	5/4/2022
<b>Review Date</b>	5/4/2027
<b>Relevant Legislation</b>	<a href="#">Higher Education Standards Framework (Threshold Standards) 2021</a>
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	<a href="#">Coursework Curriculum Design Policy</a> <a href="#">Graduate Attributes Policy</a>
<b>Related Procedures</b>	<a href="#">Coursework Curriculum Design and Structure Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">Australian Qualifications Framework</a>
<b>Definitions</b>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Course</a></p> <p>A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrolls, and on completion of which the Student is awarded a grade.</p> <p><a href="#">Graduate</a></p> <p>A Student upon whom Council has conferred an Award.</p> <p><a href="#">Head of School/College</a></p> <p>An academic staff member responsible for the administration of the Course offerings in one or more discipline areas.</p> <p><a href="#">Student</a></p> <p>A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.</p> <p><a href="#">University</a></p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p> <p><b>Definitions that relate to this schedule only</b></p>

<b>Keywords</b>	Program management, program review, program development, accreditation, re-accreditation, program change, Program Director
<b>Record No</b>	19/696PL