Course Management Procedure

University of Southern Queensland

1 Purpose

To set out the requirements for management of Courses.

2 Scope

This Procedure applies to all Courses.

This Procedure must be read in conjunction with the Curriculum Design Policy, the Coursework Curriculum Design and Structure Procedure, and the Academic Programs and Courses Quality Policy and its subordinate Procedures.

3 Procedure Overview

This Procedure outlines the management of Courses, including:

1. Information collected relating to a Course;
2. steps which must be undertaken to manage the flow of Course Information to Students and corresponding curriculum management and Student administration systems; and
3. roles and responsibilities of the Course Coordinator.

This Procedure aligns with the:

- *Australian Qualifications Framework (AQF)*
- *Higher Education Standards Framework (Threshold Standards) 2021:* Standard 1.4 Learning Outcomes and Assessment, Standard 3.1 Program (Course) Design, Standard 3.2 Staffing, Standard 3.3 Learning Resources and Educational Support, Standard 5.1 Course Approval and Accreditation, Standard 5.2 Academic and Research Integrity, Standard 5.3 Monitoring, Review and Improvement and Standard 7.2 Information for Prospective and Current Students.
- *Tertiary Education Quality and Standards Agency Act 2011*

Complying with the law and observing Policy and Procedure is a condition of working and/or studying at the University. A hard copy of this electronic document is uncontrolled and may not be current as the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the University's Policy and Procedure Library.

4 Procedures

The organisational unit (e.g. school, Graduate Research School) which has been assigned primary or majority ownership for the Course is responsible for the management of a Course.

4.1 Types of Courses

4.1.1 Academic Courses

Courses are approved as part of the University's accredited programs for contribution towards an Australian Qualifications Framework (AQF) Award.

- Approval authority for new Courses in new programs is set out in the Program Development and Professional Accreditation Procedure.
- Approval authority for adding new Courses to existing programs is set out in the Program Change, Suspension and Discontinuation Procedure.
- Approval authority for discontinuing, adding or removing existing Courses is set out in the Program Change, Suspension and Discontinuation Procedure.
- Approval authorities for Course Level changes are set out in the Course Specifications Requirements Schedule.

Academic Courses require regular scheduling in relevant Study Periods for Students to enrol, have Information published publicly and are managed as per the requirements outlined in this Procedure from section 4.2 onwards.

4.1.2 Administrative Courses

Administrative Courses are used to administratively manage, for example, Cross-institutional Study or recognition of prior learning and may not be subject to all the requirements of this Procedure. Such Courses are managed on a case-by-case basis and are normally approved by the relevant approval authority, in accordance with the Program Development and Professional Accreditation Procedure and the Program Change, Suspension and Discontinuation Procedure.

4.2 Course Information

4.2.1 Course Specifications

Course Specifications provide Information about the Course and its delivery details and act as a record of regulatory compliance. Course Specifications are published for each offer, at the Study Period, location and mode Level.

Certain Information must be published in the public domain, including all regulated Course Information (such as Course code, title, campus, mode, fee structure etc.), the Course overview, the name of the Course Coordinator, Learning Outcomes (as

Complying with the law and observing Policy and Procedure is a condition of working and/or studying at the University. A hard copy of this electronic document is uncontrolled and may not be current as the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the University's Policy and Procedure Library.

accredited), topics to be covered, learning activities and resources and Assessment details.

Other Course-specific Information which may be publicly published includes, but is not limited to, the contact details of the Course Coordinator, Course Enrolment Requirements, such as Pre-requisites or inherent academic requirements, or additional requirements as relevant to the Course or program.

Course Information must be accurate, current and appropriately maintained in the relevant University systems.

When documenting new programs or making changes to an existing program, the Course Specification must be fully developed for all proposed new Courses in the program to facilitate and document the curriculum mapping of the program in its entirety.

4.2.2 Course Specifications data fields

The data fields used to capture required Information in the curriculum management system are managed in accordance with the Course Specifications Requirements Schedule.

4.3 Course management

4.3.1 Course Coordinator roles and responsibilities

All Academic Courses require coordination for compliance with applicable regulations, Policies and Procedures.

Course coordination is undertaken by a Course Coordinator appointed for each applicable Study Period by the respective Head of School.

Course Coordinator responsibilities include, but are not limited to:

1. Course planning, design and development
2. ensuring that the Course Information, including the Course Specifications for Academic Courses, and all Course materials comply with relevant University Policies and Procedures
3. in consultation with the Program Director, develop and revise Course Specifications which are informed by evidence as observed from Student experiences and feedback, and which maintain constructive alignment with Program Learning Outcomes (see Curriculum Design Policy)
4. ensuring that Course delivery is consistent with the accredited Course and program requirements, including populating StudyDesk with current Course content and all Assessment Item details as approved in the curriculum management system, and in accordance with the Minimum Requirements for Online Learning and Teaching

Complying with the law and observing Policy and Procedure is a condition of working and/or studying at the University. A hard copy of this electronic document is uncontrolled and may not be current as the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the University's Policy and Procedure Library.

5. ensuring any changes to Course Specifications are submitted for approval via the curriculum management system in accordance with the timelines in the Course Specifications Requirements Schedule

6. ensuring course consultation times are published on the StudyDesk, and teaching staff are available to Students seeking individual assistance with their studies, in accordance with the Learning and Teaching Policy

7. supporting Academic Integrity through Course and assessment design and delivery, and referring incidents of suspected Academic Misconduct to the Academic Integrity Officer and the Academic Integrity Unit, in accordance with the Student Academic Misconduct Procedure

8. monitoring, supporting and reflecting on Students' learning experiences as they pertain to Course delivery, including the monitoring of Work Integrated Learning (WIL) or other industry-based experiences and requirements

9. overseeing Course Level Assessment design, implementation and marking, and moderating Assessment Item Marks, to ensure assessment is constructively aligned with Course Learning Outcomes and enables Students to demonstrate achievement of those outcomes, in accordance with the Assessment Policy, Assessment Procedure and Assessment and Grades - Roles and Responsibilities Schedule

10. completing quality assurance and quality enhancement requirements for the Course, in accordance with the Course Quality Assurance and Review Procedure, and providing recommendations to the Discipline Lead, Program Director and Head of School on outcomes observed during the delivery of the Course relating to Student Enrolment and progression and Course resource planning matters

11. facilitating and guiding Employees involved in delivering the Course

12. engaging with academic, professional and industry-based practices pertinent to Course Learning Outcomes to maintain currency of disciplinary and content knowledge and expertise.

4.3.2 Appointment of Course Coordinator

Course Coordinators are normally University academic Employees appointed on a continuing or fixed-term basis. Casual academic staff may be appointed as Course Coordinators only in exceptional circumstances where no suitable alternative is available. Any appointment must be approved by the relevant Head of School and meet the AQF+1 requirement or go through the Equivalence of Experience and Expertise with Academic Qualification Levels Procedure.

In accordance with the *Higher Education Standards Framework (Threshold Standards) 2021* Sub-domain 3.2 Staffing, the Course Coordinator must:

1. have knowledge of contemporary developments in the relevant discipline or field, which is informed by continuing Scholarship or Research or advances in practice

Complying with the law and observing Policy and Procedure is a condition of working and/or studying at the University. A hard copy of this electronic document is uncontrolled and may not be current as the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the University's Policy and Procedure Library.

2. have skills in contemporary teaching, learning and Assessment principles relevant to the discipline, their role, modes of delivery and the needs of particular Student cohorts

3. possess an AQF qualification in a relevant discipline at least one Level higher than is awarded for the parent program of the Course, or equivalent.

Normally, a Course will only have one Course Coordinator appointed for the applicable Study Period. For a large Course taught across multiple locations and modes, the responsible organisational unit can appoint a Coordinator for each offer. Course Coordinators must work in collaboration to deliver the Course consistently across the multiple locations and modes.

Course Coordinators are appointed on an annual basis and any changes must be finalised no later than 21 Calendar Days prior to the commencement of the Study Period. The role continues until all Course Assessment has been completed and submitted, and the Course has been officially closed.

The Deputy Vice-Chancellor (Academic and Research) in consultation with the relevant Head of School has authority to approve exemptions from, or variation to, the requirements for the appointment of a Course Coordinator.

4.3.3 Conflicts of Interest

Employees involved in marking Assessment Items have a responsibility to assess Student work fairly, objectively and consistently for all Students enrolled in a Course.

In situations where an academic Employee is involved in assessing a Student who is a relative or family or friend, the relationship must be disclosed to their supervisor and managed in accordance with the Conflict of Interest Policy.

5 References

Nil.

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Deputy Vice-Chancellor (Students and Education)
Responsible Officer	Dean (Curriculum and Quality)
Policy Type	University Procedure

Complying with the law and observing Policy and Procedure is a condition of working and/or studying at the University. A hard copy of this electronic document is uncontrolled and may not be current as the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the University's Policy and Procedure Library.

Policy Suite	Academic Programs and Courses Quality Policy
Subordinate Schedules	Course Specifications Requirements Schedule
Approved Date	
Effective Date	
Review Date	
Relevant Legislation	*Higher Education Standards Framework (Threshold Standards) 2021*
Policy Exceptions	Policy Exceptions Register
Related Policies	Admissions, Enrolment and Graduations Policy Assessment Policy Conflict of Interest Policy Curriculum Design Policy Learning and Teaching Policy Student Academic Integrity Policy Student General Conduct Policy
Related Procedures	Assessment Procedure Course Quality Assurance and Review Procedure Coursework Curriculum Design and Structure Procedure Program Quality Assurance and Review Procedure Enrolment Procedure Grades Procedure Program Development and Program Accreditation Procedure Program Change, Suspension and Discontinuation Procedure Student Academic Misconduct Procedure Student Academic Progress Procedure

DRAFT

Complying with the law and observing Policy and Procedure is a condition of working and/or studying at the University. A hard copy of this electronic document is uncontrolled and may not be current as the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the University's Policy and Procedure Library.

	Work Integrated Learning Activities Procedure
Related forms, publications and websites	Australian Qualifications Framework 11 Minimum Requirements for Online Teaching and Learning Assessment and Grades – Roles and Responsibilities Schedule Coursework Curriculum Design and Structure Schedule
Definitions	**Terms defined in the Definitions Dictionary**
	Academic Integrity Academic Misconduct Administrative Course Assess Assessment Assessment Item **Award (Amended)** The qualification conferred upon a Student following the successful completion of an Academic Program. The categories of Award are listed in the Program Development and Professional Accreditation Procedure. Calendar Day Conflict of Interest Course Course Coordinator Course Learning Outcomes Course Specification Coursework Cross-institutional Study Employee

DRAFT

Complying with the law and observing Policy and Procedure is a condition of working and/or studying at the University. A hard copy of this electronic document is uncontrolled and may not be current as the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the University's Policy and Procedure Library.

	Enrolment Enrolment Requirement Grade (noun) Head of School/College Information Learning Outcomes Level Mark Policy Pre-requisite Procedure Program Learning Outcomes Research Scholarship Student Study Period Teach-out Transition University
	Definitions that relate to this procedure only
Keywords	Program management, academic quality, program and Course Learning Outcomes, roles and responsibilities, course coordination and Assessment, Course Specifications, Administrative Course
Record No	22/297PL

DRAFT

Complying with the law and observing Policy and Procedure is a condition of working and/or studying at the University. A hard copy of this electronic document is uncontrolled and may not be current as the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the University's Policy and Procedure Library.