Unit and Course Review Procedures

These Procedures support the *Unit and Course Review Policy*

Procedures Owner: Academic Director

Keywords: Unit and Course Review and Improvement, External Referencing, Curriculum

1. INTENT

1.1   These Procedures have been developed to provide a framework for the approval, discontinuation, review and amendment of Units and Courses taught at Edith Cowan College.

1.2   These Procedures support the *Unit and Course Review Policy*.

2. ORGANISATIONAL SCOPE

2.1   These Procedures apply to all Units and Courses at ECC and its Partner Providers.

3. DEFINITIONS:

3.1   The *Glossary of Policy Terms* applies to these Procedures.

4. PROCEDURES CONTENT: NEW UNIT AND COURSE APPROVAL

4.1   The Learning and Teaching Committee and Academic Council are to be informed about all potential new Units and Courses as early as practically possible, to allow for input.

New Unit Approval

4.2   When a new Unit is to be added to an ECC Pathway Course due to changes in Unit offerings at ECU, the Academic Program Coordinator will follow the Minor Course Change process outlined in these Procedures.

New Course Approval

4.3   The Course approval process to be followed is outlined below.

Course Viability Check

4.3.1   The Academic Director and Academic Program Coordinator will prepare a new Course proposal and submit it to the College Director and Principal.

4.3.2   The College Director and Principal will approve further investigation into the new Course.

4.3.3   The Academic Director will discuss the new Course's market viability with the Director of Marketing and Admissions.

4.3.4   If market viability is established, the Academic Director will complete preliminary financial modelling for the new Course in consultation with the Commercial Finance Manager.

College Director and Principal' Approval of New Course Business Plan

4.3.5   The Academic Director will prepare a New Course Business Plan, composed of academic, marketing and financial information and submit it to the College Director and Principal for approval.

ECU Consultation

4.3.6   The Academic Director and Academic Program Coordinator will consult with the ECU School Executive Dean to discuss the new Course.

4.3.7   The Academic Director and Academic Program Coordinator will consult with the relevant ECU School's Associate Director of Teaching and Learning (ADTL) to discuss the proposed Course's structure.

Finalisation of the new Course model

4.3.8   The Academic Director and ECU ADTL will finalise the new Course model.

4.3.9   Financial modelling for the new Course will be completed and approved by the Commercial Finance Manager.

4.3.10   The Quality and Compliance Manager will schedule Unit and Course Review Committee meetings to consider the new Course.

ECC Governance Approval

4.3.11   The Academic Director and Academic Program Coordinator will consult with ECC Staff members who are discipline/subject experts in the new Course area.

4.3.12   The Unit and Course Review Committee meets, likely over several sessions, to prepare, assess and approve the new Course proposal documentation.

4.3.13   The new Course's content is approved by the Learning and Teaching Committee and then by the Academic Council. The Board of Directors must approve all new Courses.

4.3.14   Following Board approval, the Academic Director will arrange for the amendment of the *ECU-ECC IPSLA*.

ECU Approval

4.3.15   New Course documentation will be sent by the Academic Program Coordinator sent to the ADTL with a request it is submitted to the School Learning and Teaching Committee for approval.

4.3.16   Once approved by the School Learning and Teaching Committee, the Academic Program Coordinator will ask the School to submit new Course structure to the ECU Director of Student Administration for addition to ECU's Advance Standing Database.

Regulatory Approval

4.3.17   The Quality and Compliance Manager submits the required documentation to the relevant regulatory authorities for approval.

Course Implementation and Promotion

4.3.18   The Academic Program Coordinator will liaise with the Student and Academic Services Manager for the addition of the new Course to Navigate and Moodle.

4.3.19   The Academic Program Coordinator will liaise with the Director of Marketing and Admissions regarding promotion of the new Course.

4.3.20   The Academic Program Coordinator will manage staffing and collation of learning materials for the new Course.

5. PROCEDURES CONTENT: DISCONTINUATION OF UNITS AND COURSES

5.1 While there are various reasons why Course may be discontinued (e.g. it has been discontinued at ECU or there is a lack of demand for the Course) the decision to discontinue a Course at ECC is made by the Board of Directors.

5.2 Once the decision to discontinue a Course is made, the Academic Program Coordinator will:

a) inform the Unit Coordinator and teaching Staff;

b) plan and implement a teach-out plan for current Students;

c) support the planning and implementation of a teach-out plan for current Students at Partner Provider institutions, if applicable;

d) liaise with the Director of Marketing and Admissions regarding messaging and Admissions;

e) liaise with the Student and Academic Services Manager regarding system requirements; and

f) inform current Students in writing of the changes and how they will impact them.

5.3 The Quality and Compliance Manager will inform the relevant regulatory authorities.

5.4 The College Director and Principal will arrange for the amendment of the *ECU-ECC IPSLA* (Agreement), if required.

5.5 If the discontinued Course is offered by ACBT the College Director and Principal will arrange for the amendment of the *Agreement for the Provision of Intellectual Property and Quality Assurance of Academic Units between Edith Cowan College Pty Ltd and Australian College of Business and Technology (Private) Limited.*

6. PROCEDURES CONTENT: MINOR REVIEWS OF UNITS AND COURSES

6.1 All Units and Courses are subjected to a Minor Review each Study Period they are delivered for quality purposes, in accordance with the principles outlined in the *Unit and Course Review Policy*.

6.2 In conducting a Minor Review, Academic Program Coordinators will:

a) use the data sources available at ECC;

b) make informed decisions about the continuous quality improvement of Units and Courses;

c) follow a simple Review / Improve → Plan/Do cycle;

d) develop and manage action plans;

e) access a history of quality improvement activity and good practice; and

f) report on the Minor Review.

6.3 Unit Coordinators will review Units at the completion of each Study Period they are delivered, and in the Unit Coordinator Report section of the *ECC Moderation Form*, provide their Academic Program Coordinators with their analysis of:

a) Student experience data;

b) Student learning data;

c) resources and learning materials;

d) the effectiveness of Moderation activities;

e) Grade distribution; and

f) the Assessment regime.

6.4 Academic Program Coordinators will:

a) analyse the Unit Coordinator reports each Study Period;

b) determine or approve strategies for maintaining quality and improvements where/if necessary; and

c) summarise their response in the *Learning and Teaching Report.*

6.5 The Academic Program Coordinator will then make a Minor Change to a Course as per these Procedures.

7. PROCEDURES CONTENT: MAJOR REVIEWS OF UNITS AND COURSES

7.1   ECC requires that all Courses are subjected to a comprehensive Major Course Review every 5 (five) to seven (7) years to ensure the ongoing academic quality, relevance and viability of each Course.

7.2   A Major Course Review encompasses a Major Unit review for the Units within a Course; however, individual Units will be scrutinized in different depth and detail, depending upon the focus of the Major Course Review.

7.3   Units and Courses may be reviewed outside of the timeframe outlined in Clause 7.1, if there is an identifiable reason to do so.

7.4   A schedule for Major Course Reviews will be made available by the Quality and Compliance Manager, providing the Academic Director and Academic Program Coordinators with at least 12 months' notice.

7.5   Major Course Reviews will be conducted in accordance with the principles outlined in the *Unit and Course Review Policy*, *Assessment Policy, Academic Progression Policy* and *Academic Integrity Policy.*

Purpose of Major Course Review

7.6   The purpose of a Major Course Review is to review the past and present effectiveness of a Course to determine any improvements that the Course requires.

7.7   Major Course Reviews provide the scope for the College to:

a)   improve Course design and implementation;

b)   examine intended outcomes and actual outcomes (evaluate impact);

c)   promote dialogue and improve cooperation between participants / Stakeholders;

d)   draw on multiple perspectives to maintain currency and viability of the Course and its Curriculum; and

e)   be future-oriented, designing actions aligned with key strategic initiatives.

7.8   Major Course Reviews help the College to examine its practice with reference to the *Higher Education Standards Framework (Threshold Standards) 2021* and the Australian Qualifications Framework (AQF), and in doing so prepares the College for Course Accreditation by TEQSA.

Content of Major Course Review

7.9   A Major Course Review at ECC involves the analysis of multiple aspects of Courses:

a)   Course Rationale;

b)   Course Reputation;

c)   Curriculum;

d)   Learning and Teaching; and

e)   Assessment;

with each stage outlined and documented in the *Major Course Review Form.*

7.10   While a Major Course Review is always comprehensive, and views the Course as a coherent whole, the Academic Director and Academic Program Coordinator may select specific aspects of the Course for more in-depth investigation.

External Referencing

7.11   The Major Course Review encompasses several forms of External Referencing, including Benchmarking, to inform improvements in the Course, including:

a)   entry requirements;

b)   Course Learning Outcomes;

c)   learning and teaching effectiveness (student performance and attainment);

d)   Assessment methods; and

e)   Assessment grading.

7.12   The Academic Program Coordinator will conduct Assessment Benchmarking with reference to two Units (for a Diploma Course, one of these must be a Year 2 Unit).

Selection of Assessment Benchmarking partner

7.12.1   The Academic Director and Academic Program Coordinator will identify a Benchmarking partner, making their decision based on the Course and ECC's context and situation, and will conduct the Major Course Review using the process outlined below.

7.12.2   In most instances, Benchmarking partners will be from either a 'peer' or 'aspirational' higher educational institution.

Selection of Benchmarking method and content

7.12.3   Academic Program Coordinators, in consultation with the Academic Director, will identify the method and content for Benchmarking a Course.

Consult with Benchmarking partner

7.12.4   The Academic Director and Academic Program Coordinator will consult with the Benchmarking partner to determine and finalise:

a)   Benchmarking goals and objectives;

b)   Benchmarking scope;

c)   Benchmarking roles;

d)   documentation to be shared;

e)   Assessment Types and numbers to be analysed;

f)   timeline for completion; and

g)   deliverables.

Gather Confidentiality Documentation

7.12.5   For Australian Benchmarking partners, a Memorandum of Understanding and/or Confidentiality Agreement is not required; however, Academic Program

Coordinators will ensure that documentation shared with the Benchmarking partner is marked 'confidential' and note this in associated correspondence.

7.12.6   For overseas Benchmarking partners, a Memorandum of Understanding and/or Confidentiality Agreement is not required; however there needs to be an agreement in writing, which can be in the form of an email exchange and the Academic Program Coordinator needs to compete the *International Compliance Reviews – Foreign Engagements Form.*

Conduct Benchmarking

7.12.7   Academic Program Coordinator will Benchmark according to the principles outlined in the *Benchmarking Code of Conduct* (Appendix 3).

Benchmarking Assessment standards

7.12.8   In Benchmarking Assessment standards, Academic Program Coordinators will make reference to the criteria outlined by Booth (2020, pp. 9-10):

- Are the Unit Learning Outcomes aligned with the relevant Course Learning Outcomes?

- Are the Unit Learning Outcomes appropriate at the AQF level?

- Do the Assessment Tasks enable students to demonstrate attainment of the relevant Unit Learning Outcomes and relevant Course Learning Outcomes?

- Is the description of the performance standards (e.g. marking guides, marking criteria, assessment rubric, annotated work samples) appropriate to the specified Unit Learning Outcomes and Course Learning Outcomes?

- Do you agree that the grades awarded reflect the level of student attainment?

- Do you consider the assessment items submitted can confirm and validate the relevant Course Learning Outcomes and Unit Learning Outcomes?

- Was there evidence of students being reminded of academic integrity in the relevant Unit/Course outline?

- Was there evidence of assessment task design to reduce the likelihood of academic integrity breaches?

- In cases of a breach of academic integrity, what suggestions would you make in the revision of the assessment design and type?

    Booth, S. (2020). *IHEA Collaborative Working Model for the External Moderation and Integrity of the Assessment Process.* IHEA.

Analysis of Benchmarking Results and Action Planning

7.12.9   Upon receipt of the Benchmarking feedback, the Academic Program Coordinator will:

a)   identify areas for improvement and areas of good practice;

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Printed copies are uncontrolled.
ECC acknowledges the use of ECU Policies and the Navitas Policy Framework in developing ECC Policies and Procedures.

b) analyse the reasons for any variation or commonality in practice comparted to the Benchmarking partner;

c) formulate improvement strategies; and

d) summarise Benchmarking in the *Major Unit and Course Review Form* and provide the form to the Unit and Course Review Committee.

Completion of Major Course Review

7.13 The Unit and Course Review Committee will:

a) evaluate the information collated;

b) identify and endorse any improvements that a Course requires; and

c) ensure the *Major Unit and Course Review Form* is complete and accurate and then submit it to the Learning and Teaching Committee for approval.

7.14 Following approval by the Learning and Teaching Committee, the *Major Unit and Course Review Form* is submitted to the Academic Council for approval.

7.15 Following Academic Council approval,:

a) the Quality and Compliance Manager will ensure that Major Course Review documentation is stored securely as per the Navitas *Records and Document Management Policy*; and

b) The Academic Program Coordinator will make Minor and Major changes to Units and Courses according to these Procedures.

7.16 As part of the College's ongoing Minor Unit and Course Review processes, the Academic Program Coordinator will report on the effectiveness of Unit and Course changes implemented due to a Major Course Review to the Learning and Teaching Committee and to the Academic Council.

8. PROCEDURES CONTENT: MINOR AND MAJOR CHANGES TO UNITS AND COURSES

Minor changes to a Unit

8.1 A 'Minor Change' to a Unit involves changes impacting less than 50% of the Unit or Course content.

8.2 Proposals for Minor Changes to Units will be approved by the Academic Program Coordinator and implemented by the Unit Coordinator.

8.3 Minor Changes to Units will be implemented by ACBT Unit Coordinators at the same time as ECC or in the subsequent Study Period.

8.4 Academic Program Coordinators will report Minor Changes to Units in the *Learning and Teaching Report.*

Major changes to a Unit

8.5 A 'Major Change' to a Unit involves changes impacting more than 50% of the Unit content.

8.6 Proposals for Major Changes to Units will be approved by the Academic Director, following endorsement by the Academic Program Coordinator, and reported to the Learning and Teaching Committee and Academic Council in the *Learning and Teaching Report*.

8.7 For Courses developed by ECU, the Academic Program Coordinator will consult with the ECU Course Coordinator and Unit Coordinator to discuss the change and to coordinate the collation of new materials.

8.8 Academic Program Coordinators will:

a) inform the Director of Marketing and Admissions of any changes to collateral;

b) ensure appropriate Staffing for the changed Unit;

c) inform teaching staff of the changes being made;

d) ask Unit Coordinators to make the required changes;

e) identify and communicate impact of change to Students;

f) inform and ensure ACBT is provided with updated Unit materials;

g) liaise with the Student and Academic Services Manager regarding system changes; and

h) review Student Progression as required.

Minor Change to a Course

8.9 A 'Minor Change' to a Course involves changes impacting less than 50% of the Course content. Changes occur as per the process outlined below.

Consult with ECU

8.9.1 The Academic Program Coordinator will consult with the relevant ECU School Associate Director of Teaching and Learning (ADTL) to discuss the revised Course

structure, timelines for implementation and the process for accessing new curriculum materials, if required. This consultation will also cover:

a) the date Course approved by ECU's Academic Board (if required);

b) the dates for ECU's teach-out of existing Course structure;

c) ECU's expectations of ECC Students who have accepted Letters of Offer for the existing Course; and

d) ECU's message to Students so ECC can deliver the same message regarding changes and student options.

Meet with Marketing and Admissions

8.9.2   The Academic Program Coordinator will provide the Director of Marketing and Admissions with information about the Course changes for the Course Planner.

ECC Governance Approval

8.9.3   The Academic Program Coordinator will provide the revised Course structure, a rationale for the Course change and information on timeframes to the Learning and Teaching Committee and the Academic Council for approval.

Regulatory Compliance

8.9.4   The Quality and Compliance Manager will submit a material change notification to TEQSA.

Implementation

8.9.5   Academic Program Coordinators will:

a) ensure appropriate Staffing for the changed Course;

b) inform Staff of the changes being made;

c) ask Unit Coordinators to make the required changes;

d) inform and ensure ACBT is provided with updated learning materials;

e) liaise with the Student and Academic Services Manager regarding system changes;

f) identify and communicate impact of change to Students; and

g) review Student Progression as required.

New Pathway for a Course

8.10   Where a 'Minor Change' to a Course involves the creation of a new Pathway between an existing ECC Course and an existing ECU degree, the process to follow is outlined below.

ECC Consultation

8.10.1 The Academic Program Coordinator will:

a) meet with the Director of Marketing and Admissions to discuss the viability of the new Pathway; and

b) discuss the new Pathway with the Academic Director.

ECU Governance

8.10.2   The Academic Program Coordinator will seek approval of the new Pathway by the relevant School Associate Director of Teaching and Learning (ADTL).

8.10.3   Following approval by the ADTL, the Academic Program Coordinator will ask the School to submit the Course structure to ECU Director of Student Administration for addition to the Credit and RPL Database.

ECC Governance

8.10.4   The new Pathway will be noted by the Learning and Teaching Committee and the Academic Council.

Implementation

8.10.5   The Academic Program Coordinator will liaise with the Student and Academic Services Manager regarding system implementation

8.10.6   The Academic Program Coordinator will liaise with the Director of Marketing and Admissions regarding Course promotion of the new Pathway.

8.10.7   The College Director and Principal will arrange for the amendment of the *ECU-ECC IPSLA* (Agreement), as required.

Major change to a Course

8.11   A 'Major Change' to a Course involves changes impacting more than 50% of the Course content when considering the Course as a whole (i.e. incudes Learning Outcomes, resources, Assessment regimes, guidelines, learning materials and other information related to design and delivery).

8.12   A proposal for a Major Change in a Course where there is no change in Accreditation codes, will be processed according to process outlined from Clause 8.14, below.

8.13   A proposal for a Major Change in a Course where there will need to be a change in Accreditation codes, will be processed according to the New Course approval process outlined in these Procedures.

8.14   The process for a Major Change in a Course is outlined below.

Course Viability Check

8.14.1   A proposal for a Major Change to a Course will be drafted by the Academic Director and Academic Program Coordinator and submitted to the College Director and Principal for approval to develop the proposal.

8.14.2   The Academic Director will discuss the revised Course's market viability with the Director of Marketing and Admissions.

8.14.3   If market viability has been established, the Academic Director will complete financial modelling for the new Course in consultation with the Commercial Finance Manager.

ECU Consultation

8.14.4   The Academic Program Coordinator will consult with the relevant ECU School's Associate Director of Teaching and Learning (ADTL) to discuss the revised Course

structure, timelines for implementation and the process for accessing new curriculum materials. This consultation will also cover:

a)   the date Course approved by Academic Board

b)   the dates for teach-out of existing Course structure (if required);

c)   Expectations of ECC Students who have accepted Letters of Offer in the existing Course; and

d)   ECU's message to Students so ECC can deliver the same message regarding changes and student options.

ECC Governance Approval

8.14.5   The revised Course is submitted to the Learning and Teaching Committee and then the Academic Council for approval.

ECU Governance Approval

8.14.6   Following Board of Directors approval, revised Course documentation will be sent to the ECU ADTL with a request it be submitted to the School Learning and Teaching Committee for approval.

8.14.7   Once approved by the School Learning and Teaching Committee, the Academic Director will request the School submit the revised Course structure to the ECU Director of Student Administration for updating on the ECU Advance Standing Database.

8.14.8   The College Director and Principal will arrange for the amendment of the *ECU-ECC IPSLA* (Agreement), as required.

TEQSA Accreditation

8.14.9   Following Board of Directors approval, the Quality and Compliance Manager submit revised Course documentation to TEQSA for approval.

Course Implementation

8.14.10   The Academic Program Coordinator liaises with the Student and Academic Services Manager for any required changes to Navigate and Moodle.

8.14.11   Once TEQSA approval of revised Course is obtained, the Academic Program Coordinator will liaise with the Director of Marketing and Admissions regarding Course promotion and the Student and Academic Services Manager regarding implementation.

8.14.12   The Academic Program Coordinator will manage staffing and collation of learning materials for the revised Course.

9.   **RELATED DOCUMENTS:**

9.1.   These Procedures support the *Unit and Course Review Policy.*

9.2.   These Procedures were designed to meet ECC's obligations under the following:

National Code of Practice for Providers of Education and Training to Overseas Students
Higher Education Standards Framework (HESF)

Australian Qualifications Framework (AQF)
AQF Qualifications Pathway Policy

10. CONTACT INFORMATION:

For queries relating to this document please contact:

PROCEDURES OWNER	Academic Director
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11. APPROVAL HISTORY:

PROCEDURES APPROVED BY:	Academic Director
DATE PROCEDURES FIRST APPROVED:	March 2011
DATE LAST MODIFIED:	September 2016.
REVISION HISTORY:	November 2021. Title change. Adoption of principle-based policy. January 2024. Minor updates to External Referencing in Major Course Review process.
NEXT REVISION DUE:	January 2026.

Appendix 1: Minor and Major Unit and Course Review

Minor Unit and Course Review Cycle

Every Study Period Unit Review

Consensus Moderation → *Unit Coordinator Report*

Cycle begins again with a new Study Period

Annual Course Review

Course Advisory Meeting held: APC + ECU Course Coordinator identify changes in Course at ECU → APC plans for Unit or Course at ECC → APC prepares *Learning & Teaching Report*

Cycle begins with a new academic year

Governance Guidance

Ongoing monitoring of academic quality and student performance in Units and Courses

Governance Approval

Academic Council

Learning & Teaching Committee

Major Course Review (including Units)

QCM: Notifies AD and APC of MCR & schedules Unit & Course Review Committee → Unit & Course Review Committee support APC to prepare

APC:
1. Stakeholders contacted
2. Collating data
3. Collating documentation
4. Institutional Data Comparison
5. Desktop Audit
6. Benchmarking

Unit & Course Review Committee:
1. evaluates MCR information
2. Identifies changes needed

Unit and Course Review Procedures

Appendix 2: Minor and Major Unit and Course Changes

Minor Unit Change

APC approves change to Unit → UC makes change to Unit → ACBT makes change to Unit, at most 1 Study Period later

Governance Approval

- Academic Council
- Learning & Teaching Committee

APC reports changes in *Learning & Teaching Report*

Major Unit Change

APC consults with ECU Course Coordinator and determines changes to be made to ECC Course → AD approves change → APC implements:
1. Marketing & Admissions
2. Student & Academic Services
3. Staffing arranged
4. UC asked to make changes
5. ACBT informed + given materials
6. Check Student enrolment & progression

UC meets with ECU UC, then ACBT UC for transfer of Unit materials

Minor Course Change

APC meets ADTL on Minor Course Change → APC meets with Marketing & Admissions → Governance Approval

APC implements:
1. Student & Academic Services
2. Staffing arranged
3. UC asked to make changes
4. ACBT informed + given materials
5. Communicate with Students
6. Check Student enrolment & Progression

QCM updates TEQSA + CRICOS

Major Course Change

AD + APC conduct a Course Viability Check:
1. Draft proposal → CDP
2. Market viability discussed with DMA

APC + ADTL clarify Major Course Change → Governance Approval → ECU Governance Approval

QCM : TEQSA + CRICOS approvals

APC implements:
1. Marketing & Admissions
2. Student & Academic Services
3. Staffing arranged
4. UC asked to make changes
5. ACBT informed + given materials
6. Communicate with Students
7. Check Student enrolment & Progression

Appendix 3

Benchmarking Code of Conduct

Benchmarking at ECC will be guided by seven principles:

1. <u>Legality</u> - Benchmarking activity must be legal;

2. <u>Equality of Exchange</u> - Information provided between partners is of equal value and provided in a timely manner to the agreed specifications;

3. <u>Credibility</u> -Objects and processes used for Benchmarking are credible, tenable and recent; TEQSA PRINCIPLE

4. <u>Honesty</u> - Information provided during Benchmarking is used with honesty and integrity;

5. <u>Confidentiality</u> - Benchmarking information is treated confidentially and permission will be sought for the release of any information received, including the names of Benchmarking partners;

6. <u>Transparency</u> - Information required for Benchmarking purposes is clearly identified to Benchmarking partners so that expectations are understood by both parties; and

7. <u>Efficiency</u> - All agreed activities are completed to agreed timeframes once Benchmarking information has been exchanged.