Course Review and Modification Policy (GC)

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Document

Document Name	Course Review and Modification Policy
Brief Description	This Policy outlines the course review and modification processes at Griffith College.
Responsibility	Academic Director
Initial Issue Date	28/03/2013
Authorising Body	Academic Board

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
07.03.2023	4	Updated to ensure accurate procedure details for Formal Review of Courses	Academic Director

Related Documents

Name	Location
Quality Assurance Framework	Policy HUB
Quality Assurance of Programs	Policy HUB
Student Evaluation of Courses	Policy HUB
Moderation of Assessment	Policy HUB
Academic Integrity	Policy HUB
Review of Marks	Policy HUB
Governance Structure	Policy HUB
Program Advisory Committee	Policy HUB
Program Approval and Review Policy	Policy Hub

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1 Purpose and Scope

1.1 Introduction

a) This Course Review and Modification Policy sets out the approach of Griffith College relating to the management of course review and modification processes.

1.2 Purpose

a) The purpose of this Policy is to confirm that Griffith College routinely and formally:

   i. facilitate opportunities for individual and peer review of a course's curriculum, pedagogy, and assessment to assure that the course is contributing to learning in the program as intended, and that the learning outcomes are consistent with those stated for the course;
   ii. provide opportunities for review of course contribution to the development of graduate capabilities and employability skills;
   iii. provide opportunities for relevant modification to courses on the basis of sound reflections against current practice within the discipline and the higher education sector;
   iv. determine consistency between the College course offerings and relevant sponsor curriculum documents (e.g. Course Outlines);
   v. provide guidance to course modifications of practices;
   vi. assist Griffith College in the consideration of the resource implications of courses;
   vii. encourage academic staff to engage in scholarship in teaching and learning through reflection on course design;
   viii. encourage academic staff to evaluate the quality of teaching and learning within their courses by linking the course review process with academic staff review and reward processes;
   ix. 'close the student feedback loop' by requiring course coordinators to report on evaluation and academic outcomes from previous offerings in consultation with the Program Convenor who will then provide a summary to the Program Advisory Committee.

1.3 Scope

a) This Policy has been prepared in accordance with Griffith College's:

   i. Quality Assurance Framework;
   ii. Quality Assurance of Programs;
   iii. Student Evaluation of Courses,
   iv. Moderation of Assessment Policy;
   v. Academic Integrity Policy;
   vi. Review of Marks Policy;
   vii. Program Approval and Review Policy;
   viii. Governance Structure Policy;

2 Policy Statement

2.1 Frequency of Review

2.1.1 Routine Trimester Review of - Course Outlines

a) A Course Outline is a document which provides all stakeholders (in particular, students) with detail about the course, including the learning objectives and outcomes, content, texts and supporting reference materials and the purpose, scope and timing of assessment to be undertaken within the course.

b) Course Outlines must be:

   i. sufficiently detailed, accurate and consistently applied across all classes of the same course regardless of campus;
   ii. reviewed by the Course Coordinator and all members of the teaching team each Trimester;
   iii. published via the Learning Management System course site, and on the Griffith College public website;
   iv. available for students via the student portal no later than the commencement of the first day of Orientation;
   v. unchanged after publication each Trimester without prior approval from the Program Convenor and/or Griffith University Course Convenor.

c) For each offering of a course, Course Coordinators are responsible for ensuring that the course delivered at the College is of a 'comparable nature' to the same course delivered by Griffith University as outlined in the 'Agreement' (Griffith University and QIBT P/L Agreement 2020).

d) To this end a review of the Griffith College Course Outline for each course is undertaken prior to the commencement of each offering.

e) It is expected that the review take into consideration changes made to the comparable course offered by Griffith University; feedback from students; feedback from staff involved in the delivery of the course; and any other relevant evaluation data (both qualitative and quantitative) available at the time of the review.

f) Following a routine Trimester course review, the Course Coordinator updates the Course Outline and communicates relevant information or outcomes to the Program Convenor.

g) The Program Convenor then cascades the relevant information to the Program teaching team.

2.1.2 Process for Modification and Approval - Routine Review

a) Changes of a substantive nature (e.g. learning objectives, content, supporting resources, or assessment strategy and weighting) whether initiated by Griffith University or by the College, require the approval of the Course Convenor responsible for the comparable Griffith University course prior to their implementation at the College.

b) Minor changes, typically those of a procedural nature (e.g. changes to dates or content scheduling) do not require approval, however regular approvals of Course Outlines (modified or not) are still obtained as a matter of routine course oversight and monitoring (as outlined in the 'Agreement' (Griffith University and QIBT P/L Agreement 2020).

c) All changes - of a substantive nature - are recorded by the College and reported annually, as part of program performance monitoring, to the relevant Program Advisory Committee.

2.1.3 Formal Review of Courses

a) Courses are formally evaluated through a Formal Review of Course (Tier 1 or Tier 2). Formal Review of Courses can be initatied at Assessment Committee, Program Advisory Committee or through other analytics which have identified a need to formally review a course(s). If the course is not recommended for either a Tier 1 or Tier 2 review by a committee or other, then it shall undergo a Tier 2 Formal Review of Course every three years.

b) More frequent review processes may be initiated by the relevant Program Convenor, or delegate, on the basis of adverse or atypical course outcomes.

c) A Formal Review of Course (Tier 1 or Tier 2) practice ensures that all curriculum, assessment and delivery of courses delivered at Griffith College are frequently monitored and reviewed as part of regular and comprehensive Program Reviews (e.g. prior to seeking re-accreditation).

d) Outcomes from Formal Review of Course (Tier 1 and Tier 2) are reported to the Program Advisory Committee via the relevant Program Performance report and to the Griffith College Academic Board via the Minutes from Program Advisory Committee meetings.

e) Course Coordinators are notified well in advance that their course is scheduled for formal review in a particular Trimester; confirmation of such is then provided in a timely manner to ensure ample time for preparation for the review.

f) In preparation for the formal review, all reviewers will be granted access to the course Moodle site for the purpose of reviewing relevant course material including for example:
   i. Course Outlines;
   ii. Assessment samples;
   iii. Sample tutorial guides, activities, workbooks etc

g) Other data considered as part of the formal review can include:
   i. Student Evaluation of Courses data (SEC);
   ii. Pass/Fail rates (for the course and other courses from the same award);
   iii. Academic Integrity statistics;
   iv. Moderation and benchmarking outcomes;
   v. Cross campus consistency data (where relevant).

h) Reviewers (both Course Coordinators and informed invited guests) undertaking a Formal Review of Course (Tier 1 or Tier 2) will complete a form within the QA Matters @ Griffith College Moodle site. The information collected in these forms will be share with all reviewers and relevant Program Convener(s).

i) Actions from a Formal Review of Course are identified and recorded in the Record of Action Document (ROAD).

j) Course Coordinators are required to provide a brief status report to the Program Convenor/Program Advisor once action items have been implemented.

k) Implementation outcomes are subsequently tabled at Program Advisory Committee meetings and reported to the Academic Board as part of the Academic Report.

l) Program Convenors/Program Advisors are responsible for ensuring recommendations are actioned, and outcomes evaluated.

2.1.4   Process for Modification and Approval - Formal Review

a)   As is the case with changes resulting from routine review processes, changes of a substantive nature (i.e. impacting on any element of the Course Outline subject to approval processes) emanating from a Formal Review of Course, also require Griffith University Course Convenor approval prior to implementation via the Course Outline approval process (as specified above).

2.2   Retention of Data - Review and Modifications

a)   Course Outlines are stored and retained permanently in the Online Course Outline System identified by course code, course title, location, year and Trimester.
b)   Course Outlines for current teaching Trimesters are accessible to all staff and enrolled students via the Course Moodle site on the Griffith College Student Portal, and to external stakeholders via the College public website.
c)   Formal Review of Course (Tier 1 and Tier 2) details are stored on the College Quality Assurance Matters Moodle site and reported to Program Advisory Committee as part of the Program Performance Reports; the agenda papers and minutes of which are stored on the College internal information management system.

3   Responsibilities

Responsibility	CDP	CFM	QCM	AD	DSAS	PC	AB	PAC	SASO	All
Maintain currency of policy				R						I
Review Course Outlines				A	I	R				
Communicate changes to GU counterpart				A		C			R	
Undertake FROC				I		R			I	
Report any changes within course to PAC			I	R		A				
CDP = College Director & Principal, CFM = College Finance Manager, QCM = Quality & Compliance Manager, AD = Academic Director, DSAS = Director, Student & Academic Services, DMA = Director, Marketing & Admissions, AB = Academic Board, All = Staff, PC = Program Convenor, PAC = Program Advisory Committee R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed										

4   Compliance

4.1 General

The Academic Director will ensure staff are informed about this Policy through staff meetings and email communications.

Students will be made aware of this Policy through the College website.

4.2 Relevant Legislation

Higher Education Standards Framework 2021 (Threshold Framework)

4.3 Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

4.4 Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Policy Hub	Permanently with control in place for revisions	Policy Hub archive