

COURSE DESIGN DEVELOPMENT AND APPROVAL PROCEDURE

PURPOSE

This document sets out the policy by which CG Spectrum Institute (CGSI) designs, develops, approves and implements new higher education courses in order to ensure:

- best practice in curriculum design, delivery, teaching and learning, assessment; and
- that the qualifications CGSI awards meet the standards for the AQF level they purport to address.

SCOPE

This policy applies to the design, development and approval of all new CGSI higher education courses.

DEFINITIONS

Course Development Proposal means the document that outlines course requirements within the format specified by the Academic Board and TEQSA.

RESPONSIBILITIES

The **Board of Directors** is responsible for approving the development of new courses on the recommendation of the Academic Board.

The **Academic Board** is responsible for:

- approving proposals for the development of new courses;
- delegating responsibility for course design and development to Course Advisory Committees;
- critically reviewing new course documentation developed with the oversight of Course Advisory Committees;
- reporting its recommendations regarding the approval of new course accreditation documentation to the Board of Directors.

The Board delegates responsibility for course design and development to members of the Academic Leadership team, in conjunction with the Course Advisory Committee.

The **Course Advisory Committee** is responsible for:

- ensuring that all course development proposals meet all TEQSA requirements and are developed to align with current industry standards;
- offering industry and learning and teaching advice in relation to the design of new courses, considering proposals for changes to existing courses, and participating in the process of constructing applications for the accreditation of new higher education courses.

The **CEO** is responsible for the implementation of this procedure.

PROCEDURE

1. The Academic Board establishes a Course Advisory Committee with discipline-specific membership as required.
2. Membership of Course Advisory Committees comprises:
 - representatives from professional bodies and peak industry associations;
 - senior academic staff from other higher education institutions;
 - CGSI academic staff;
 - professionals with specific expertise in curriculum design and development;
 - graduates and enrolled students of CGSI (where appropriate and available).
3. Proposals for new courses will arise from CGSI's strategic and business planning processes, in accordance with the *Quality Assurance Framework*.
4. The **Executive Dean, Dean Learning and Teaching, relevant Faculty Dean and Course Director** will work in collaboration to develop proposals for new courses for the consideration by the Academic Board. Proposals will provide information regarding:
 - the aims, learning objectives, structure, and content of the proposed course;
 - data and analysis regarding student/employer/sector need and demand for the proposed course;
 - modes of delivery of the proposed course (on-campus – face to face, online and/or blended);
 - how technology will be used to contribute to teaching and learning;
 - the integration of Work-Integrated Learning activities in courses and subjects (where relevant and appropriate);
 - the learning outcomes of the proposed course, disciplinary knowledge base, graduate attributes and work readiness of graduates;
 - a summary of the learning and assessment activities that students will undertake to develop these outcomes, attributes and skills; and
 - staffing and resource requirements.
5. If the **Academic Board** determines that the proposal has merit, it will be referred to the Course Advisory Committee to initiate design and development of the course.
6. The **Course Advisory Committee** will appoint a person(s) who has specific expertise and demonstrated experience in course design, to draft the course structure and subject(s) of study for the course. This person may be a member of the committee, an external academic, or an CGSI's academic staff member.
7. The **Course Advisory Committee** oversees and contributes advice and expertise to the design and development of the course.

8. Iterations of the new curriculum are reviewed and amended by the Course Advisory Committee.
9. Once endorsed by the Course Advisory Committee, the final draft of the course documentation is reviewed by an independent discipline expert.
10. The external review report and course documentation is submitted to the Academic Board for consideration and review.
11. Courses must be approved by the **Academic Board** and **Board of Directors** before being submitted to TEQSA for accreditation approval.

RELATED

Quality Assurance Framework

Quality Assurance Procedure

Course Design Development and Approval Policy

Course Evaluation and Review Policy

Course Evaluation and Review Procedure

Work-Integrated Learning Policy

Version Control

Document:	Course Design Development and Approval Procedure	
Approved by:	Academic Board	Date: November 30, 2023
Version: V3.1	Replaces Version: V3	Next Review: 2025
V3	Changes to reflect current academic leadership structures and current <i>Learning and Teaching Plan</i> .	
V2.1	Amendments and logo added	