COURSE REVIEW PROCEDURES

UNIVERSITY of DIVINITY

Current version in effect from: 20 Nov 2021
Approved by Academic Board: 15 June 2012
Revised by Academic Board: 14 Nov 2014, 15 Sep 2017, 14 Sep 2018, 31 May 2019,
                                15 Nov 2019, 19 Nov 2021

1.   Aims and objectives

1.1   The University conducts a Course Review of each of its courses at least once every five years.

1.2   A Course Review may consider a single course, or a group of nested or closely related courses.

1.3   The aim of a Course Review is to ensure that each course of study leading to an award of the University complies with the Course Policy and is of continued benefit to students, graduates, stakeholders and end-users.

1.4   These Procedures should be read in conjunction with the Course Policy.

2.   Course Review Panel

2.1   A Course Review Panel is appointed by the Academic Board comprising at least two academics, one external and one internal to the University.

2.2   The Academic Board must specify which courses are to be included in the Course Review and the due date for the Course Review Panel's report.

2.3   The Chair of the Academic Board is responsible for ensuring that training in these Procedures is available to the members of a Course Review Panel.

2.4   The Vice-Chancellor is responsible for determining remuneration to be offered to external academics who are members of a Course Review Panel. Negotiation of any remuneration arrangements must be completed prior to commencement of the Course Review Panel's work.

2.5   The Vice-Chancellor must assign a member of staff of the Office of the Vice-Chancellor to provide support to the Course Review Panel. The staff member is responsible for providing the Course Review Panel with data relating to the courses under review, including but not limited to:

   a)   Annual Course Reports

   b)   Student Unit Evaluation outcomes for key units

   c)   QILT information

   d)   Previous Course Review or Course Development Reports and reports on their implementation

   e)   Information on Course Modifications conducted since the last Course Review

   f)   Information on current professional accreditation arrangements.

3.   Course Review Panel Process

3.1   The Course Review Panel usually completes its work within three months of appointment by the Academic Board, through one or two meetings and by correspondence.

3.2   The Course Review Panel must ensure the Course Review includes consultation with students, graduates, academic staff, Colleges, stakeholders and endusers who engage with the courses under review. Consultation usually includes:

   a)   Survey of current students and recent graduates

   b)   Opportunity for academic staff and Colleges to make submissions

   c)   Interviewing select individuals or groups.

3.3   The Course Review Panel may commission advice or invite the attendance of such persons as required to undertake its responsibilities. This may include, for example, inviting submission of recent instances of best practice or of corrective improvements in course or unit design, delivery and assessment.

3.4   The Course Review Panel must provide a report to the Academic Board, including:

   a)   an Executive Summary, with a summary list of commendations of good practice and recommendations for improvement

   b)   details of the Panel's membership and its data gathering, consultation and benchmarking processes

   c)   a review of each course included in the Course Review according to the criteria of section 3.5 of this Policy

   d)   any other observations the Panel wishes to make

   e)   where appropriate, appendices with copies of relevant material

3.5   For each course included in the Course Review the report must evaluate:

   a)   Experiences of current or recent students, graduates and end-users such as employers

   b)   Viability, with reference to student admissions, enrolments and completions

   c)   Alignment with the University's Vision, Mission, and Graduate Attributes

   d)   Currency and relevance of the Statement of Rationale and Course Outcomes

   e)   Design, content, delivery and assessment of the course (including the units which comprise it) and how these:

      i)   ensure the Course Outcomes are achieved

      ii) ensure the Graduate Attributes are acquired

       iii)   engage with current disciplinary scholarship

       iv)   engage with current pedagogies

       v)   compare with similar courses at other Universities and higher education providers

       vi)   meet industry standards such as ministerial ordination or professional accreditation requirements

    f)   The qualifications and experience of academic staff delivering the course

    g)   How consistency of standards and outcomes is monitored and achieved where delivery occurs across two or more Colleges of the University;

    h)   Compliance with the Higher Education Standards Framework and the Australian Qualifications Framework;

    i)   Any other matter which in the opinion of the Course Review Panel may affect the viability, sustainability and quality of the course.

3.6   The Course Review Panel must ensure that the report adheres to the University's Privacy Policy and does not identify or facilitate the identification of individuals without their consent.

4.   Course Review Outcomes

4.1   The Course Review Panel report is submitted to Chair of the Academic Board who must ensure it is presented at the next meeting of the Academic Board.

4.2   The Academic Board considers the report and prepares a response to it, identifying the actions it proposes to take in response to the report and its recommendations.

4.3   If the Academic Board declines to implement a Course Review Panel report recommendation, it must record its reasons for that decision.

4.4   After determining its response, the Academic Board approves a Course Review Implementation Plan to ensure actions agreed upon in response to the report are completed, usually within eighteen months of receipt of the report.

4.5   The Chair of Academic Board forwards an executive summary of the Course Review Panel report together with the Academic Board's response to the Council for information.

4.6   The Implementation Plan is completed usually within eighteen months of receipt of the report and a final report on implementation made to the Academic Board.

COURSE REVIEW SCHEDULE
Approved by Academic Board: 14 November 2014
Revised by Academic Board: 15 Sep 2017, 15 Nov 2019, 19 Nov 2021

Year	Course Review	Awards
2022	Philosophy (2)	GD Philosophy Master of Philosophical Studies
2022	Research (3)	GC Research Methodology Master of Philosophy Doctor of Philosophy
2022	Education (4)	GC Education and Theology GC Teaching Religious Education GC Theological Education Master of Education and Theology
2023	Counselling (3)	AdvDip in Counselling Bachelor of Counselling Master of Counselling
2024	Philosophy UG (1)	AdvDip in Philosophy
2024~~2~~	Professional Supervision (2)	GC Professional Supervision GD Professional Supervision
2024	Theology and Ministry UG (4)	Dip in Theology AdvDip in Theology and Ministry Bachelor of Ministry Bachelor of Theology
2025	Pastoral and Spiritual Care (2)	GD Pastoral and Spiritual Care Master of Pastoral and Spiritual Care
2025	Spirituality and Spiritual Direction (6)	GC Spirituality GC Teaching Meditation GD Spiritual Direction GD Spirituality Master of Spiritual Direction Master of Spirituality
2026	Theology and Divinity PG (7)	GC Divinity GC Theology GD Divinity GD Theology Master of Divinity Master of Theological Studies Master of Theology
2026	Children and Families Ministry (1)	GC Children and Families Ministry
2026	Leadership (1)	GC Leadership