Curriculum Review Policy
# CURRICULUM REVIEW POLICY

<table>
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<tr>
<th>Approved by:</th>
<th>UOW College Academic Board</th>
<th>Date:</th>
<th>10 March 2011</th>
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<tr>
<td>Date Effective:</td>
<td>20 June 2011</td>
<td>Date of Next</td>
<td>March 2014</td>
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<tr>
<td>Document No:</td>
<td>POL-UOWC-18</td>
<td>Revision:</td>
<td>2</td>
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<tr>
<td>Custodian:</td>
<td>Program Manager Curriculum</td>
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**Supporting Documents, Procedures & Forms:**
- Graduate Qualities Policy
- ITC Education Ltd Academic Delegations
- UOW College External Approvals Register
- Subject Review Procedure PR-UOWC-18.1
- Changes to Existing Subjects and Courses PR-UOWC-18.2
- Course Review Procedure PR-UOWC-18.3

**References & Legislation:**
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1. Purpose of Policy

1.1 This policy aims to provide a robust and efficient system to support ongoing academic quality and continuous improvement of academic processes and outcomes at UOW College (the College). It sets out the requirements for course and subject reviews.

1.2 The related procedures for the conduct of course and subject reviews are set out in the Curriculum Review Procedures.

2. Definitions

<table>
<thead>
<tr>
<th>Word/Term</th>
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<tbody>
<tr>
<td>Campus Director</td>
<td>A staff member with nominated responsibility for the College.</td>
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<tr>
<td>Cluster Coordinator</td>
<td>A staff member with nominated responsibility to undertake ‘senior’ academic responsibilities in ELICOS courses.</td>
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<td>course</td>
<td>A program of study.</td>
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<tr>
<td>curriculum</td>
<td>Course and subjects.</td>
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<tr>
<td>Director of Colleges</td>
<td>A staff member with nominated responsibility for all Colleges.</td>
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<tr>
<td>ECUST course coordinator</td>
<td>A staff member with nominated responsibility for the ECUST course(s).</td>
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<tr>
<td>graduate qualities</td>
<td>Refers to the Graduate Qualities detailed in the UOW College Graduate Qualities Policy.</td>
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<tr>
<td>learning outcomes</td>
<td>Statements of the knowledge, understandings and skills students are expected to achieve as a result of engagement with the content of the subject.</td>
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<td>Major Course Change Proposal</td>
<td>Includes significant changes to a College course, such as:</td>
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<tr>
<td></td>
<td>• a new course or new stream,</td>
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<td></td>
<td>• deletion of a course or stream from offer,</td>
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<td></td>
<td>• a major revision of an existing course or stream, which may include changes to:</td>
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<tr>
<td></td>
<td>o the course outcomes/graduate qualities</td>
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<td>o the total credit points/duration of the course</td>
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<td>o course name without changes to content</td>
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<td>o subjects taught, with the inclusion of new subjects, or more appropriate/relevant subjects to achieve the course objectives,</td>
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<td></td>
<td>• a new delivery location, where the location does not currently have any existing courses (e.g. a new campus),</td>
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<td>• a new delivery method, where the method is not currently used for existing courses (e.g. move to online delivery of entire course),</td>
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<td>• deletion of all courses at a delivery location (e.g. shutting down a campus).</td>
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<td>Word/Term</td>
<td>Definition</td>
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| **Major Subject Change Proposal** | Amendments that result in 25% or greater change to the entire subject, including changes that alter the purpose of the subject, such as changes to:  
  - learning outcomes,  
  - content, or  
  - assessment schedule. |
| **Minor Course Change Proposal** | Includes minor changes to a College course, such as:  
  - new delivery location for an existing course,  
  - new delivery method for an existing course,  
  - temporary suspension of course or delivery method or location for one year,  
  - a minor revision of an existing course or stream, which may include, for example:  
    - merging/splitting of subjects, but with no change to total course content  
    - changes to subject code or subject name  
    - changes to the pattern of study (order in which subjects are undertaken),  
  - consequential amendment to a course following another proposal. |
| **Minor Subject Change Proposal** | Amendments that result in less than 25% change to the entire subject, such as changes to:  
  - assessment tasks listed,  
  - prescribed textbooks, or  
  - sequence of content within a subject. |
| **Program Manager-Academic**    | A staff member with nominated responsibility for the Academic programs.                                                                                                                                 |
| **Program Manager-Curriculum**  | A staff member with nominated responsibility for overseeing and coordinating quality assurance in the delivery of College programs.                                                                                |
| **Program Manager-ELICOS**      | A staff member with nominated responsibility for the English Language programs.                                                                                                                                 |
| **student**                     | Any person who is enrolled in any course or program offered at, or in conjunction with, the College.                                                                                                             |
| **subject**                     | A self-contained unit of study identified by a unique code.                                                                                                                                                 |
| **subject coordinator**         | A staff member with nominated responsibility for the subject.                                                                                                                                               |
| **teaching staff**              | Staff of the College (whether permanent, sessional or casual) who carry out teaching responsibilities under the authority of the program manager/ECUST course coordinator. |
3. Application & Scope

3.1 This policy applies to all reviews of courses and subjects offered both on and offshore by the College.

4. Policy Principles

4.1 Purpose

4.1.1 A review should:

   a. identify strengths to be built on and opportunities for improvement.
   b. strengthen engagement by staff, students and other relevant stakeholders.

4.2 Process

4.2.1 A review process should reflect:

   a. rigour
   b. transparency
   c. accountability
   d. collegiality
   e. objectivity

4.2.2 A review process should include:

   a. a clear statement of the scope of and terms of reference for the review.
   b. clearly defined responsibilities for all stages of the review.
   c. a clear and realistic timeframe.
   d. reference to stakeholder feedback (e.g. from students, staff, external community).
   e. reference to relevant institutional key performance indicators and relevant data.
   f. reference to relevant external standards or benchmarks.
   g. external input into major reviews.
   h. appropriate approval, reporting, communication and implementation of the outcomes of the review.
5. **Initiation and Scope of Curriculum Reviews**

5.1 UOW College shall administer curriculum reviews in accordance with a Review Schedule developed by the Program Manager Curriculum in consultation with the Program Manager(s) Academic and ELICOS. The Review Schedule shall provide for the review of every course and every subject offered by the College at least every five years, and in line with accreditation requirements.

5.2 The Program Manager Curriculum shall formally submit the Review Schedule to the Quality Committee for approval. For UOW accredited courses, the Review Schedule will also be submitted to DVC (A) for approval.

5.3 A curriculum review may cover:
   a. an individual course or suite of courses.
   b. an individual subject or suite of subjects (either as part of, or independently of, a course or specialisation review).
   c. a combination of course(s) and subject(s).

5.4 Where legislation or curriculum accreditation changes or where a serious performance issue is identified through monitoring processes, an unscheduled curriculum review may be initiated.

5.5 Issues which may lead to an unscheduled curriculum review include, but are not limited to:
   a. poor student outcomes.
   b. negative student feedback.
   c. evidence of a decline in academic standards.
   d. changes to student enrolment patterns.
   e. course restructure.
   f. changes to industry or other external requirements.

5.6 Where an unscheduled review takes place, the Program Manager Curriculum may adjust the next scheduled review date.

5.7 Course reviews will cover all courses that articulate directly into UOW.

5.8 Subject reviews will cover all subjects in all courses. Subject reviews will also be applied to review Introduction to Academic Studies, English Plus Uni, Academic Skills, IELTS Preparation and General English which do not articulate directly into UOW.
6. Conduct of Course Reviews

6.1 A scheduled or unscheduled course review shall be conducted in accordance with the Curriculum Review Procedures.

6.2 An External Course Advisory Committee (ECAC) shall be convened. The role of the ECAC is to seek input and advice from qualified and experienced individuals with relevant expertise, including industry representation, in the design, structure, course curriculum and assessment of similar courses.

6.3 Composition of the ECAC will be recommended by the Program Manager Curriculum. An ECAC shall comprise:

a. the Chair
b. Academic representative(s) external
c. Academic representative(s) UOW
d. industry representative(s) external
e. UOW College Graduate (depending on type of review)
f. other members as appropriate

Attendees, as required:

- Relevant Program Manager(s)
- Teaching Staff representative(s)
- Director of Colleges
- Campus Director

6.4 For UOW accredited courses, composition and membership of the ECAC will be approved by the Director of Colleges, UOW College Academic Board Chair and DVC(A).

6.5 For UOW College courses, composition and membership of the ECAC will be approved by the Director of Colleges and UOW College Academic Board Chair.

6.6 The Terms of Reference for the ECAC will be developed by the Program Manager Curriculum. For most course reviews it is anticipated the ECAC shall address the following:

a. entry requirements
b. structure
c. content and learning outcomes
d. UOW College Graduate Qualities
e. assessment
f. learning experiences
g. staff qualifications and experience
h. resources and facilities  
 i. viability and sustainability

6.7 For UOW accredited courses, Terms of Reference for the ECAC will be approved by the Director of Colleges, UOW College Academic Board Chair and DVC(A).

6.8 For UOW College accredited courses, Terms of Reference for the ECAC will be approved by the Director of Colleges and UOW College Academic Board Chair.

6.9 Upon completion of the review, the ECAC shall complete a Course Review Report in accordance with the Curriculum Review Procedures. The report shall address the evaluation criteria listed in the procedures and include any recommendations for improvements. Review recommendations may include, but are not limited to:

a. major or minor amendments to the course under review.

b. discontinuation of the course under review.

c. review of another related course.

d. development of a new course.

e. changes to UOW College rules or policies.

6.10 The review report and any recommendations will be submitted to the Quality Committee for noting prior to submission to the UOW College Academic Board in the case of UOW College courses, or to the UOW/ UOW College Board of Studies in the case of UOW accredited courses.

6.11 If any major course changes are proposed, these shall:

a. For UOW accredited courses: be presented to the UOW/UOW College Board of Studies for review and approval prior to the commencement of the UOW Course Approval Process

b. For UOW College courses: be presented to the UOW College Academic Board for review and approval. In the case of Major Course Change Proposals, details will then be submitted to the accrediting body for final approval, in accordance with the UOW College External Approvals Register.

6.12 If any minor course changes are proposed, these shall:

a. For UOW accredited courses: be presented to the UOW/ UOW College Board of Studies for review and approval.

b. For UOW College courses: be presented to the UOW College Academic Board for review and approval.

6.13 The Program Manager Curriculum shall develop an action plan to address approved recommendations. Implementation of the action plan shall be reported and monitored via the Quality Committee.
7. **Conduct of Subject Reviews**

7.1 A scheduled or unscheduled subject review shall be conducted in accordance with the Curriculum Review Procedures.

7.2 Subject reviews may be conducted individually, as a related group or as an integral part of a course review.

7.3 A Subject Review Committee shall be appointed by the Program Manager Curriculum and shall comprise:

   a. Cluster Coordinator as Review Coordinator and Chair for ELICOS program, or
   Subject Coordinator as Review Coordinator and Chair for Academic subjects.

   b. teachers who have taught the subject

   c. student representative (optional)

   d. teachers from another subject where subject articulates into another (as appropriate)

   e. sponsor (if appropriate)

**Attendees**, as required:

f. Program Manager Curriculum (or delegate)

7.4 A subject review shall address the following:

   a. learning outcomes and Graduate Qualities

   b. subject content, teaching materials and assessment

   c. delivery methods

   d. resources and facilities

   e. student support

   f. student outcomes

7.5 The Review Coordinator shall normally seek feedback from:

   a. students

   b. teaching staff who have taught the subject

   c. academic peers

   d. colleagues from other institutions as appropriate

7.6 Upon completion of the review, the Review Coordinator shall complete a Subject Review Report, in accordance with the Curriculum Review Procedures. The report and any recommendations for improvement will be submitted to the Quality Committee.

7.7 Any resulting recommendations for Minor and Major Subject Change Proposals will be approved in accordance with either the ITC Education Ltd Academic Delegations or UOW College External Approvals Register.
8. Version Control and Change History

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<tr>
<th>Revision No.</th>
<th>Date Approved</th>
<th>Date Effective</th>
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<th>Amendment</th>
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<tr>
<td>1</td>
<td>10/03/11</td>
<td>10/03/11</td>
<td>WCA Academic Board</td>
<td>New Policy</td>
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<tr>
<td>2</td>
<td>15/02/12</td>
<td>20/02/12</td>
<td>Ian Tobin</td>
<td>7.3 updated to Subject Coordinator as chair for academic programs. Definition for Cluster Coordinators amended to apply to ELICOS only.</td>
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