

COURSE APPROVAL PANEL POLICY

Purpose The purpose of this policy is to articulate the manner in which new courses are approved by the Course Approval Panel (CAP), convened for the purpose by the College of Law Academic Board (COLAB).

Applicability The policy applies to all part-time, full-time and casual employees of The College of Law Limited (College) or other stakeholders concerned with the approval of new courses to be offered by the College.

Introduction From time to time, Program Directors and/or lecturers will determine to develop new award courses for delivery to students. COLAB has authority delegated from the Board of Governors in respect of all academic matters and accordingly, any new courses must be approved prior to commencement by COLAB. The Course Approval Panel fulfills the course approval function of COLAB. The CAP is convened on an *ad hoc* basis and formally considers:

- new course proposals, ensuring that they comply with accreditation rules (the TEQSA Threshold Standards); and
- major material changes to existing courses, ensuring that course aims, learning outcomes and assessment remain in alignment and that the integrity of the original course accreditation is not impaired.

In the pursuit of these, the CAP will seek to ensure:

- a high standard of teaching and learning in all programs by reference to outcome and evaluation data;
- outcome and evaluation data is used to inform developments and improvements in curriculum and delivery;
- course proponents will be given targets to be noted in the next iteration of the Teaching and Learning Plan;
- that the requirements and recommendations of external accreditation agencies (eg, TEQSA, Dept of Education) are reflected in all College programs.

Resourcing All Course Approval projects must consider resourcing needs and be signed off by the relevant budget owners and the Senior Executive Committee before any substantive work is done. This will usually be reflected in a document produced by the Concept Development Group.

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Category	Academic Policy & Quality	Information Classification	OPEN
Procedure	Adrian Deans	Last Updated (version)	5 April 2018
Owner			

Terms of Reference

The CAP will have reference to:

- the TEQSA Threshold Standards and Risk Framework;
- the Australian Qualifications Framework;
- the Principles in Research and Scholarship;
- the Principles in Teaching and Learning (especially as manifest in the Teaching and Learning Plan);
- the Principles of Engagement with the Profession and Community;
- relevant policies of the Board and COLAB.

Authority

The CAP does not have any final authority with respect to internal accreditation but provides a report with recommendations to COLAB. COLAB endorses (or not) that report (and recommendations) before passing it on to the Board of Governors for final approval.

The CAP may make recommendations on any course related matter (including for course improvement) and may require, in appropriate cases, a response in writing from the relevant Program Director within such period as seems reasonable.

Membership

Membership of each CAP includes the Chair of the Academic Board and the Academic Secretary, but is otherwise determined on an *ad hoc* basis and always includes at least two external members, at least one of which must be a legal academic.

Procedure

Once the SEC has approved in principle the development of a new course, the following procedure is followed by the course proponent(s):

- Convene a Curriculum Advisory Committee (CAC) featuring internal and external people (eg at least two industry representatives and if possible an external academic) to have input into the development of the curriculum
- Course Accreditation templates filled out by the course proponent(s) giving effect to the curriculum as developed with input from the CAC
- Course Approval Panel convened to consider Course Accreditation templates and make conditions, requisitions etc of the proponent(s)
- CAP receives the Course Accreditation templates approximately a week before the panel and each member prepares questions to test the proponent(s) on curriculum, resourcing and delivery

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- On the day, the proponents introduce the course, then leave the CAP in camera to discuss and agree questions for the proponent(s)
- Proponents return to the meeting to respond to questions
- CAP again in camera to consider proponent(s)' responses and determine requisitions, conditions if any
- Once the CAP is satisfied with the curriculum and other matters detailed in the Course Accreditation templates, the Academic Secretary will write a report making a recommendation to Academic Board
- Academic Board approves course (with or without conditions) and makes a recommendation to the Board of Governors
- Board of Governors approves course and we advise TEQSA and the Dept of Education that the College will be offering the new course from a given date.

Note:

If there is a related Procedure that your Policy relates to please insert the name of the procedure within the document as a "[hyperlink](#)".

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