Southern Cross University

Course Review Process

Planning, Quality and Review 2022

AD-HOC
Triggered by AB, PVC(AQ), or COAB

PLANNED
As part of the Course Review Schedule

Set ToR and Timeline
PVC(AQ)

Convene Review Panel
Executive Dean / College Dean endorse and PVC(AQ) approves

Commence the Review
BIQ

Communicate the review process and timelines to Faculty staff, ASQC, APO
BIQ

Create Data Portfolio and send to Faculty / College
BIQ

Create Course Summary Report
Course Coordinator

Create Course Review Submission
Executive Dean / College Dean

Send Course Review Submission to BIQ
Executive Dean / College Dean

Collate all review documents into the Course Review Submission
BIQ

Send Course Review Submission to Chair of the Review Panel
BIQ

At least 4 weeks prior to Review Interviews

Review Panel Interviews
Review Panel

Submit Course Review Report to BIQ
Review Panel

Within 4 weeks of the Review Interviews

Review/Edit/Collate Report Documents the send to PVC(AQ)
BIQ

Create the Review Response
PVC(AQ), Executive Dean/College Dean

Distribute the Review and Response
PVC(AQ)

Executive Dean/Dean Associate Dean (Education)

Academic Board

VC

Approve reaccreditation

Approve reaccreditation, with conditions

Decides to not renew accreditation

Within 12 weeks of the decision to reaccredit the course

Create 5 year Implementation Plan
PVC (AQ), Executive Dean / College Dean

Course Removal Process Commences
Associate Dean (Education)

Within 12 months of the Course Review Report,

Monitor and Report on Implementation Plan to relevant Boards
Executive Dean / College Dean

Faculty Board

Accreditation Committee

Academic Board

END
Course Review Process