

**Course Review Panel Report**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[insert course code and name

Insert course nominals]

This includes the Follow-Up Course Review Progress Report Template

Completed by: [insert name] | Chair, Course Review Panel

Date of Course Review: [insert month & year]

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# **Section 1: Introduction**

The **Course Review Panel Report** documents the outcomes of Course Review as described in the *“Review of Established Sealed Award Course (Higher Education) Procedure*”. Each section of this Course Review Panel Report needs to be completed by the relevant stakeholder:

* Section 1- 7 - Completion lead by the Course Coordinator (Chair)

# **Section 2. Course Review Panel Members**

**To be completed by the Course Coordinator**

The review panel is made up of cross-departmental representation to utilise relevant expertise to support informed discussions. Membership is detailed in the *“Review of Established Sealed Award Course (Higher Education) Procedure”.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Representative | Name | Title | Phone | Email |
| **Chair** | Course Coordinator (n = 1-3) |  |  |  |  |
| Learning and Teaching Champion (as nominated by the Associate Dean (Learning and Teaching) (>Level B) (n = 1) |  |  |  |  |
| Course Coordinator from another Institute/School (n=1) |  |  |  |  |
| Learning and Teaching representative such as institute Learning Designer. To be recommended by ADLT and/or Head of Discipline (n=1) |  |  |  |  |
| External stakeholder from Industry/ community representative (n= 1-2) |  |  |  |  |

***Note****: Additional members as required and deemed necessary by the Course Coordinator such as those with specific accreditation expertise (preferably no more than 3)*

# **Section 3. Course Review Panel Meeting Logistics**

**To be completed by the Course Coordinator and provided to the Executive Officer, Course Reviews.**

The Course review panel is provided with the Self Review Report (Part A – Responses to questions and Part B – Relevant Appendices) at least ten (10) working days prior to the meeting date.

|  |  |
| --- | --- |
| Panel Meeting Date + Time | Meeting Venue |
|  | MS TEAMS |

# **Section 4. Course Review Commendations**

**To be completed by the Course Coordinator DURING the Course Review Panel discussions**

**GREEN FIELDS** - The Course Coordinator completes the commendations **DURING** the Course Review Panel discussion period. These commendations can be targeted to the students, staff, course design, industry engagement, broader community, employment sector and/or any other aspect of the course that demonstrates positive outcomes towards related internal and external key stakeholders.

|  |  |
| --- | --- |
|  | Brief 1-2 sentence for each  |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |

# **Section 5. Course Review Recommendations**

**GREEN FIELDS** - The Course Coordinator completes the recommendations **DURING** the Course Review Panel discussion period.

**BLUE FIELDS** - The Course Coordinator has an opportunity to elaborate to the Course Review Panel recommendations **POST** the Course Review Panel discussion and prior to the document being discussed, tabled and endorsed at Institute/School Board. Please add a brief description aligned to each recommendation (up to 5-10 sentences).

**GREY FIELDS** – Institute Board members will either approve/reject each recommendation and can add further comments (as appropriate) relevant to its importance.

|  |  |
| --- | --- |
| **1** | **Insert recommendation** |
| Insert explanation of recommendation, any potential challenges, co-dependant factors and details around implementation |
| **Timeline for implementation:** XX |
| **Any additional comments at Institute/School Board:** |

|  |  |
| --- | --- |
| **2** | **Insert recommendation** |
| Insert explanation of recommendation, any potential challenges, co-dependant factors and details around implementation |
| **Timeline for implementation:** XX |
| **Any additional comments at Institute/School Board:** |

|  |  |
| --- | --- |
| **3** | **Insert recommendation** |
| Insert explanation of recommendation, any potential challenges, co-dependant factors and details around implementation |
| **Timeline for implementation:** XX |
| **Any additional comments at Institute/School Board:** |

|  |  |
| --- | --- |
| **4** | **Insert recommendation** |
| Insert explanation of recommendation, any potential challenges, co-dependant factors and details around implementation |
| **Timeline for implementation:** XX |
| **Any additional comments at Institute/School Board:** |

|  |  |
| --- | --- |
| **5** | **Insert recommendation** |
| Insert explanation of recommendation, any potential challenges, co-dependant factors and details around implementation |
| **Timeline for implementation:** XX |
| **Any additional comments at Institute/School Board:** |

|  |  |
| --- | --- |
| **6** | **Insert recommendation** |
| Insert explanation of recommendation, any potential challenges, co-dependant factors and details around implementation |
| **Timeline for implementation:** XX |
| **Any additional comments at Institute/School Board:** |

|  |  |
| --- | --- |
| **7** | **Insert recommendation** |
| Insert explanation of recommendation, any potential challenges, co-dependant factors and details around implementation |
| **Timeline for implementation:** XX |
| **Any additional comments at Institute/School Board:** |

|  |  |
| --- | --- |
| **8** | **Insert recommendation** |
| Insert explanation of recommendation, any potential challenges, co-dependant factors and details around implementation |
| **Timeline for implementation:** XX |
| **Any additional comments at Institute/School Board:** |

|  |  |
| --- | --- |
| **9** | **Insert recommendation** |
| Insert explanation of recommendation, any potential challenges, co-dependant factors and details around implementation |
| **Timeline for implementation:** XX |
| **Any additional comments at Institute/School Board:** |

|  |  |
| --- | --- |
| **10** | **Insert recommendation** |
| Insert explanation of recommendation, any potential challenges, co-dependant factors and details around implementation |
| **Timeline for implementation:** XX |
| **Any additional comments at Institute/School Board:** |

# **Section 6. Endorsement and Approvals**

|  |  |  |
| --- | --- | --- |
| Approval Committee | Meeting Date | Additional Notes |
| **Institute/School Board (for endorsement)** |  |  |
| **Learning and Teaching Quality Committee (for endorsement)** |  |  |
| **Academic Board (for approval)** |  |  |

# **Section 7. Follow-up Course Review Progress Report (24 months)**

As described in the *“Review of Established Sealed Award Course (Higher Education) Procedure*”, a follow-up progress report is required as part of continuous improvement. The “*Follow-up Course Review Progress Report*” will occur approximately 24 months after the endorsement of the Course Review Panel Report. The Course Coordinator has overarching leadership aligned to implementing the recommendations and completing/submitting the *“Follow-up Course Review Progress Report”.*

|  |  |  |  |
| --- | --- | --- | --- |
| Staff member leading the Follow-up report submission  | Projected submission date to Institute Board for approval (Month/Year) | Projected submission date to Learning and Teaching Quality Committee (LTQC) for noting | Projected submission date to reach Academic Board minutes  |
| **Name** | Date | Date | Date |
|  |  |  |  |

The progress report should consider commenting on the following items:

|  |  |  |
| --- | --- | --- |
| Recommendation No.  | Status Update  | Additional Notes regarding the recommendation |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |
|  |  |  |
|  |  |  |

Updates:

* V3.1 – 30.1.25
* V3.2 – 21.2.25

End document