



CURRICULUM REVIEW GUIDELINES

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Supporting Documents, Procedures & Forms:	Academic Quality Standards Changes to Existing Subjects and Courses Course Review Procedure Subject Review Procedure Course Review Report Subject Session Report UOW Enterprises Delegations of Authority Part B- UOWC Ltd Academic Delegations		



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1 Purpose of Guidelines

- 1.1 This Guidelines 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 Course Review Procedures.

2 Scope of Guidelines

- 2.1 This Guidelines applies to all reviews of courses and subjects offered, both on and offshore by the College.

3 Definitions

Word/Term	Definition (with examples if required)
Academic Quality Manager	A staff member with nominated responsibility for overseeing and coordinating quality assurance in the delivery of UOW College programs.
Course	A program of study that includes those courses leading to higher education awards and non-award courses.
Course Coordinator	A staff member with nominated responsibility for the coordination of a course/s.
Curriculum	The content of courses and subjects.
Graduate Qualities	Refers to the Graduate Qualities detailed in the UOW Graduate Qualities Guidelines.
Head of program	A staff member with nominated responsibility for the management of the Academic, English language, or Vocational programs of UOW College.
Learning Outcomes	Statements of the knowledge, understanding and skills students are expected to achieve as a result of engagement with the content of the Subject or course.
Major Course Change Proposal	Includes significant changes to the UOW College Course Portfolio, such as: <ul style="list-style-type: none"> - A new course or new stream,



	<ul style="list-style-type: none"> - Deletion of a course or stream from offer, - A major revision of an existing course or stream, - A new delivery location, where the location does not currently have any existing courses (new campus), - A new delivery method, where the method is not currently used for existing courses (new eLearning options), - Deletion of all courses at a delivery location (shutting a campus down).
Major Course Revision	<p>A complete review of a course that includes changes to any of the following (which are likely to involve change to Subjects as well):</p> <ul style="list-style-type: none"> - The course outcomes/Graduate Qualities, - The type of assessment (introduction/removal of work experience, practical placements), - Accreditation or other professional recognition, - The total credit points/duration of the course.
Minor Course Change Proposal	<p>Includes minor changes to the UOW College Course Portfolio, such as:</p> <ul style="list-style-type: none"> - New delivery location for an existing course, - New delivery method for an existing course, - New contract delivery for an existing course, - Temporary suspension of course, steam delivery method for one year, - Change of course name for a course or stream, without changes to content, - A new or revised Subject in an existing course, - A minor revision of an existing course or stream, - Consequential amendment to a course following another proposal.
Minor Course Revision	<p>Small changes to a course that do not come under those specified as a major revision (in particular, do not constitute a change to the overall course outcomes). Examples include, but are not limited to:</p> <ul style="list-style-type: none"> - Merging/splitting of subjects, but with no change to the total Course content, - Changes to core or elective subjects to reflect subjects currently on offer, include new subjects, or more



	appropriate/relevant Subjects to achieve the course objectives, <ul style="list-style-type: none">- Changes to subject code or subject name, and- Changes to the pattern of study (order in which subjects are undertaken).
Guidelines	A statement that outlines non-discretionary governing principles and intentions in order to regulate UOW College practice.
Procedure	A documented instruction that gives directions to carry out specified actions. For the purposes of Procedures that support Guidelines, they are mandated directions.
Student	Any person who is enrolled in any course or program offered at, or in conjunction with, UOW College. For vocational, this may be referred to as 'learner'.
Subject	A self-contained unit of study in any course or program offered at, or in conjunction with, UOW College. A self-contained unit of study or vocational unit of competency in any course or program offered at, or in conjunction with, UOW College.
Subject Coordinator	A staff member with nominated responsibility for the coordination of a subject/s.
Teacher	A staff member (whether permanent, sessional, or casual) who carries out teaching responsibilities under the authority of a Head of program, Course Coordinator or Subject Coordinator.
Unit of Competency	A unit of competency is the specification of knowledge and skill, and the application of that knowledge and skill, to the standard of performance expected in the workplace. A unit of competency is the smallest unit that can be assessed and recognised.
UOW	The University of Wollongong.

4 Principles

- 4.1 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 A review process should include:
- a. rigour,



- b. transparency,
 - c. accountability,
 - d. collegiality, and
 - e. objectivity.
- 4.3 A review process will include:
- a. a clear statement of the scope 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, and
 - h. appropriate approval, reporting, communication and implementation of the outcomes of the review.

5 Initiation and Scope of Curriculum Reviews

- 5.1 The College shall administer curriculum reviews in accordance with a Review Schedule developed by the Academic Quality Manager in consultation with the relevant Head of program/s. 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 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), and/or
 - c. a combination of course/s and subject/s.
- 5.3 Where legislation or curriculum accreditation changes or where a serious performance issue is identified through monitoring processes, an unscheduled curriculum review may be initiated.



- 5.4 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, and
 - f. changes to industry or other external requirements.
- 5.5 Where an unscheduled review takes place, the Academic Quality Manager may adjust the next scheduled review date.
- 5.6 All courses offered by UOW College will be subject to review, either independent of or as per the review schedule.
- 5.7 All subjects offered by UOW College will be subject to review, either independent of or as per the Review Schedule. Subject reviews will also be applied to Academic Studies, English Plus Uni, Academic Skills, IELTS Preparation and General English.

6 Conduct of Course Reviews

- 6.1 A scheduled or unscheduled course review shall be conducted in accordance with the Course Review Procedure.
- 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 (where possible if required for accreditation), in the design, structure, course curriculum, and assessment of similar courses.
- 6.3 Composition of the ECAC will be recommended by the Academic Quality Manager. An ECAC shall comprise:
- a. The Chair,
 - b. Academic Representative/s (external),
 - c. Academic Representatives/s (UOW),
 - d. Industry Representative/s (external),

- e. UOW College General Manager,
 - f. Academic Quality Manager,
 - g. Relevant Head of program/s,
 - h. Teacher representative/s, and
 - i. Student representative/s.
- 6.4 For UOW accredited courses, composition and membership of the ECAC will be approved by the General Manager, UOW College Academic Board Chair, and the Deputy Vice-Chancellor (Academic).
- 6.5 For UOW College courses, composition and membership of the ECAC will be approved by the General Manager and UOW College Academic Board Chair.
- 6.6 The Terms of Reference for the ECAC will be developed by the Academic Quality Manager. For most course reviews it is anticipated the ECAC shall address the following:
- a. entry requirements,
 - b. structure,
 - c. content, subject learning outcomes, and course learning outcomes,
 - d. UOW College Graduate Qualities,
 - e. assessment,
 - f. learning experiences,
 - g. staff qualifications and experience,
 - h. resources and facilities, and
 - i. viability and sustainability.
- 6.7 For UOW accredited courses, Terms of Reference for the ECAC will be approved by the General Manager, UOW College Academic Board Chair and the Deputy Vice-Chancellor (Academic).
- 6.8 For UOW College accredited courses, Terms of Reference for the ECAC will be approved by the General Manager, and the UOW College Academic Board Chair.
- 6.9 Upon completion of the review, the Academic Quality Manager shall complete a Course Review Report in accordance with the Course Review Procedure. The report shall address the evaluation criteria listed in the procedure 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, and/or
 - e. changes to UOW College rules or policies.
- 6.10 The Course Review Report and any recommendations will be submitted to the College Education Committee for noting prior to submission to the UOW College Academic Board.
- 6.11 If any Major Course Change Proposal is made, the proposal shall be presented to the UOW College Academic Board for review and approval prior to the commencement of the Course Approval Process. Details for UOW College courses will then be submitted to the accrediting body for final approval.
- 6.12 If any Minor Course Change Proposal is made, these shall be presented to the UOW College Education Committee for review and approval.
- 6.13 The Academic Quality Manager shall develop an action plan to address approved recommendations. Implementation of the action plan shall be reported and monitored via the College Education Committee.

7 Conduct of Subject Reviews

- 7.1 A scheduled or unscheduled subject review shall be conducted in accordance with the Subject Review Procedure.
- 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 Academic Quality Manager and shall comprise:
- a. Subject Coordinator (as review coordinator),
 - b. Teachers who have taught the subject,
 - c. Student representative (optional),



- d. teachers from another subject where subject articulates into the other (as appropriate),
 - e. industry representative (if appropriate), and
 - f. Relevant Head of program/s.
- 7.4 A subject review shall address the following:
- a. learning outcomes and UOW College Graduate Qualities,
 - b. subject content, teaching materials, and assessment,
 - c. delivery methods,
 - d. resources and facilities,
 - e. student support, and
 - f. student outcomes.
- 7.5 The review coordinator shall normally seek feedback from:
- a. students,
 - b. teachers who have taught the subject,
 - c. academic peers, and
 - 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 Subject Review Procedure. The report and any recommendations for improvement will be submitted to the College Education Committee and inform the course review process, specifically the External Course Advisory Committee.
- 7.7 Any resulting recommendations for Minor Subject Change Proposals will be approved in accordance with either the UOW Enterprises Delegations of Authority Part B - UOWC Ltd Academic Delegations.

8 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	10/03/11	WCA Academic Board	New Policy



2	15/02/12	Ian Tobin	Update to Subject Coordinator as chair for Academic programs. Definition for Cluster Coordinators amended to apply to ELICOS only.
3	04/12/2014	UOW College Academic Board	Reflect branding changes, structural changes, and inclusion of vocational programs.
4	June 2015	UOW College Academic Board	Amendment to reflect the interaction between subject reviews and course reviews as recommended in UOW Quality and Compliance Audit final report March 2015.
5	21/07/2016	Compliance Officer	Minor change only – College branding and document formatting updated.
6	23/11/2017	Academic Board	Re-classification as guidelines in line with transition arrangements to implement new Academic Quality Standards