THE COLLEGE OF LAW

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 Higher Education 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 (Requisitions and Suggestions) to be reviewed within a reasonable period;
- 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.

Name of Policy	Course Approval Panel	**Document Type**	Policy
Category	Academic Policy & Quality	**Information Classification**	OPEN
Procedure Owner	Adrian Deans	**Last Updated (version)**	1 April 2021

Terms of Reference	The CAP will have reference to: • the TEQSA Higher Education Standards; • 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. The CAP should also include a senior lecturer not associated with the proposed Program.
PROCEDURE **Course Proponent**	Relevant Program Director (the proponent), in consultation with lecturers, executive management and COLAB takes responsibility for development of a particular course. Convene a Curriculum Advisory Committee (CAC) with the standard Terms of Reference* to assist with the development of curriculum. *(*The CAC is advisory and exists to enhance and inform the development of the curriculum. It does not have authority to grant or withhold approval in respect of course development. The CAC should contain legal professionals working within the relevant field and preferably at least one external legal academic. There should be no fewer than three and no more than six members of a CAC. Where possible, the chair of the CAC should be a judge or ex-judge.)*

Employ internal and/or external subject experts to develop draft curriculum outlines via the following documents:
- Course structure
- Course sequence
- Subject Outlines
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In all cases, the College's Course Accreditation template should be used.

Academic Secretary	• Forward Course Approval Template to relevant Program Director and provide advice as required regarding its completion.
COLAB / CAO	• Determine to convene CAP for a course or courses • Determine provisional membership • In consultation with the Program Director, determine date by which CAP must meet (the provisional meeting date).
Academic Secretary	• Enquire of provisional CAP as to availability, finalise membership and confirm meeting date.
Course Proponent	• In concert with all relevant lecturers, and with the help (as required) of the Academic Secretary, complete the Course Approval Template, including all attachments and other relevant evidence, at least two weeks before the meeting date. • Forward submission to the Academic Secretary.
Academic Secretary	• Check submission for formal completeness. • Refer submission back to Program Director if formally incomplete. • If complete, distribute to all members of the CAP with reminder of meeting date. • Arrange room booking, time for meeting and any other logistical matters.
Course Approval Panel	• Read submission and make note of any questions to be referred to the Program Director and lecturers at the meeting. • Forward any preliminary observations or questions to the Academic Secretary. • The Chair of the CAP will determine whether there is a need for a teleconference prior to the meeting to discuss the submission.
Course Approval Meeting	• The CAP will commence in camera to finalise their questions for the proponents. • The proponents will join the meeting. • The Chair of the CAP will refer the agreed questions to the proponents, or invite other members to refer questions, or invite other members to clarify or elaborate aspects of questions.

- The proponents will respond to the questions.
- The Academic Secretary will minute the meeting and can be called upon by any person to explain any part of the process or policy.
- After all questions have been answered, the proponents will leave the meeting and the CAP will consider their recommendations in camera.
- The Academic Secretary will minute the detailed recommendations and then the Program Director and/or lecturers will be recalled to hear the recommendations (including Conditions, Requisitions and Suggestions).

After the Meeting	- The Academic Secretary will clear the minutes with the Chair and then distribute to the CAP. - After confirmation by the panel, the Academic Secretary will distribute the formal recommendations to the proponents. - If the proponents are unhappy with the formal recommendations, they may appeal to COLAB, via the CAP Chair within 7 days. (see below) - The Program Director will respond to the formal recommendations within 14 days. - Once satisfied with the response, the Chair (in consultation with the Academic Secretary) will prepare a final report for COLAB, including recommendations for the future.
COLAB	- Receive and consider the final report. - Endorse the report or refer it back to the Chair of the CAP with request for further amendments. - Forward the final report to the Board of Governors with a recommendation for endorsement.
Board of Governors	Endorse the report or refer it back to the Chair of the COLAB with request for further amendments.
COLAB	After endorsement of the final report by the Board of Governors, write to the Program Director advising: - Approval of the course(s) (or not) - Any conditions, upon which approval is contingent - The timetable for any requisitions.
Academic Secretary	- File copy of the letter and take note of any conditions or timetabled requisitions. - Follow up satisfaction of conditions and/or timetabled requisitions at relevant times. - Once accredited, take whatever steps may be necessary to add the new course(s) to the College's Fee-Help approval, including tuition assurance. - As required, remind Program Director of relevant general policies regarding TEQSA or Dept of Education approval / premature advertising, reporting etc

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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