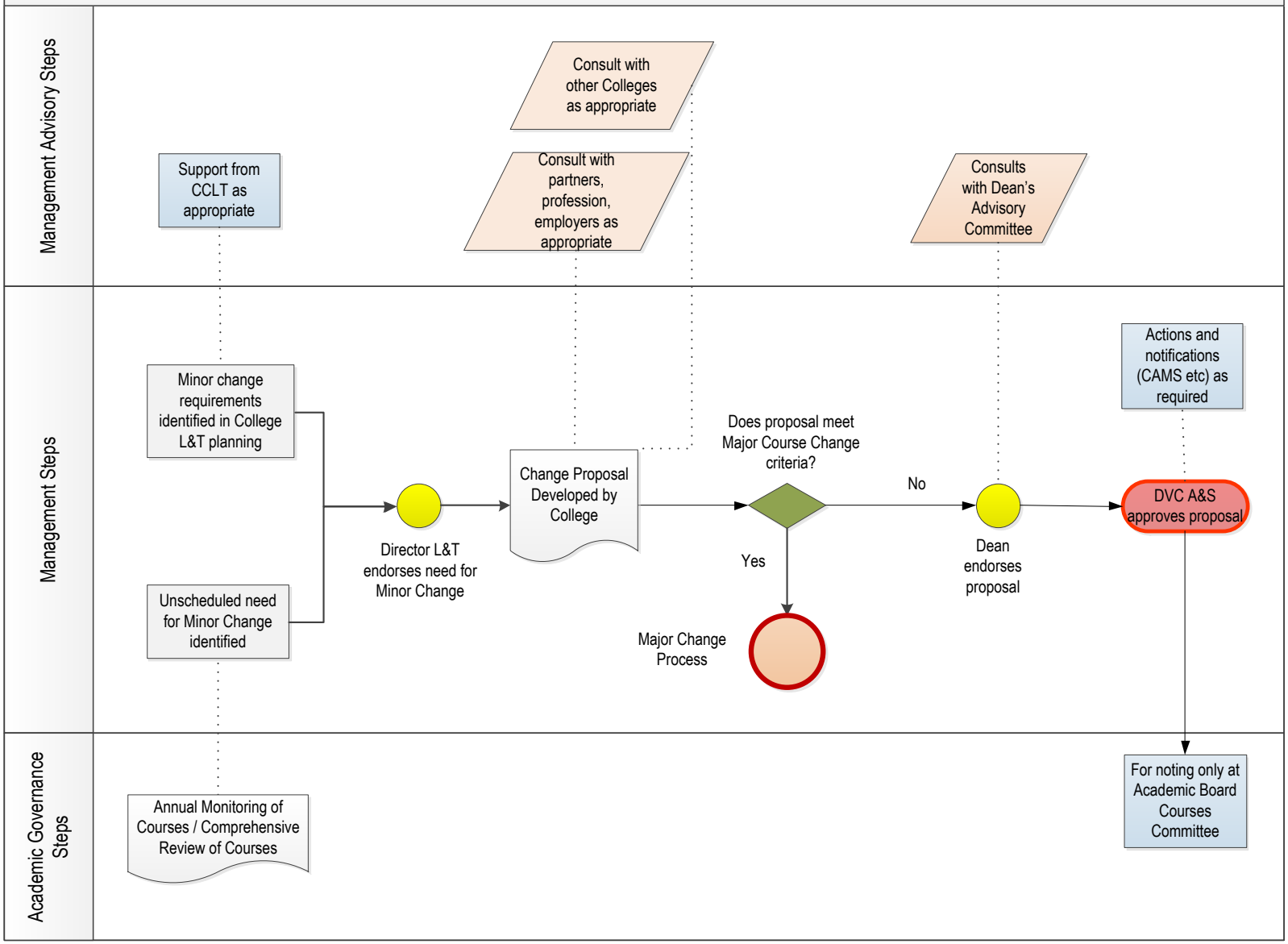**Figure 3:** Key development, consultation, endorsement and approval steps and responsibilities involved in making Minor Changes to courses at Victoria University.