

# Courses Lifecycle - Annual Monitoring of Courses Procedure

## Section 1 - Purpose / Objectives

(1) Specifies key development, consultation, endorsement and approval steps and responsibilities involved in the annual monitoring of courses at Victoria University (VU).

(2) Should be read in conjunction with the [Courses Lifecycle Policy](#).

## Section 2 - Scope / Application

(3) This Procedure applies to:

- a. Higher Education award courses
- b. Non-award courses that receive government funding
- c. Non-award courses that are offered to international on and off-shore students

(4) This Procedure does not apply to:

- a. Vocational Education and Training award courses
- b. Higher Degrees by Research award courses

## Section 3 - Definitions

(5) Nil

## Section 4 - Policy Statement

(6) This is an associated procedure of the [Courses Lifecycle Policy](#).

## Section 5 - Procedures

### Part A - Roles and Responsibilities

(7) There are five stages in the Annual Course Monitoring (ACM) process and roles and responsibilities at each stage are noted below:

#### Stage 1 - Planning and Implementation of the ACM Process

Provost	Schedules the ACM process
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Deans of Colleges (or delegate)	Initiates, and leads, the ACM process within the College.
Centre for Collaborative Learning and Teaching (CCLT)	Collaborates, plans, and initiates the ACM process with Colleges and relevant stakeholders (as noted below).
Quality and Planning	Provides appropriate and timely course data to support the ACM process.
Infrastructure and Information Services	Provides appropriate services and infrastructure to support the ACM process.

## Stage 2 - Development of ACM Reports and Actions

Centre for Collaborative Learning and Teaching (CCLT)	Provides advice, data support and analysis to the Colleges on the key steps in the ACM process
Course Chairs	Liaises with Course Teams to develop ACM forms and actions
Directors of Learning and Teaching	Leads the development of ACM actions; endorses ACM Forms and Actions; and drafts the ACM College Report

## Stage 3: Approval of ACM Reports and Actions

Deans of Colleges	Endorses the ACM College Report
Provost	Approves ACM College Reports

## Stage 4: Implementation of ACM Actions

Deans of Colleges (or delegate)	Leads and manages the implementation of the ACM actions
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## Stage 5: Communication of ACM outcomes

Provost	Reports to the Academic Board on the ACM process
Academic Board	Notes the VU ACM Report and refers the report to its Standing Committee as appropriate

## Part B - The Procedures

(8) The annual monitoring of courses by Victoria University must comply with:

- a. The Australian Qualifications Framework (AQF);
- b. All external regulatory requirements including those of TEQSA and ESOS as appropriate;
- c. VU Learning & Teaching Quality Framework Policies;
- d. The VU Principles of Equivalence and associated procedures VU strategic directions and curriculum requirements at the time;
- e. External requirements of relevant professional accrediting and disciplinary bodies.
- f. Approved quality assurance arrangements with external partners, and
- g. Endorsement and approval by senior management as detailed in Section 5: Part A Roles and Responsibilities.

(9) The VU annual course monitoring process:

- a. Applies to all applicable courses offered by, or on behalf of, VU in all domestic and off-shore locations;
- b. Takes place approximately every 12 months but is not performed in the years the course undergoes a

- comprehensive course review or course re-accreditation process;
  - c. Takes into account course quality as experienced by all significant cohorts of students undertaking the course;
  - d. Takes place unless an extension or waiver is approved by the Provost;
  - e. Produces a VU Annual Course Monitoring Report which is approved by the Provost and proceeds to the Academic Board for noting; and
  - f. Triggers continual quality improvement strategies within the relevant College and/or a course change proposal, as required.
- (10) The VU annual course monitoring process does not take place:
- a. In the first year of delivery of a brand new course ie. A course that has no delivery history or course data.
  - b. For teach out courses that are not replaced and have less than 10 enrolments.
  - c. Where an extension or waiver is approved by the Provost.

## Section 6 - Guidelines

- (11) ACM Flow Chart (available from the [CCLT intranet site](#) )
- (12) ACM User Guide for Course Chairs (available from the [CCLT intranet site](#) )
- (13) ACM User Guide for Directors of Learning and Teaching (available from the [CCLT intranet site](#) )
- (14) ACM Form (available from the [CCLT intranet site](#) )
- (15) ACM SharePoint Access (available from the [CCLT intranet site](#) )

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	27th July 2017
<b>Review Date</b>	27th July 2020
<b>Approval Authority</b>	Pro Vice Chancellor Learning Innovation & Quality
<b>Approval Date</b>	24th July 2017
<b>Expiry Date</b>	18th August 2020
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