

# Course Management Committees within the Faculty structure

## MONASH UNIVERSITY

### FACULTY OF MEDICINE, NURSING & HEALTH SCIENCES

#### FACULTY UNDERGRADUATE EDUCATION COMMITTEE AND POSTGRADUATE COURSEWORK DEGREES COMMITTEE

### Course Management Policy

#### Preamble

A clearly defined course management structure which specifies responsibilities and lines of reporting is essential to ensure quality of Faculty course offerings, to meet the requirements of the Monash quality process and the expectations of the Australian Universities' Quality Audit (AUQA). Sound policies in course management are also a professional responsibility in the area of teaching and learning (and elsewhere).

These policies should be seen as providing the basis for the guidelines for the management of courses at both undergraduate and postgraduate levels in the Faculty. Given the diversity of programs in terms of enrolment, duration – and for graduate coursework, the articulation of programs – the guidelines may be interpreted appropriately for each course.

This policy should be read in conjunction with other relevant Faculty policies, including the current iteration of the Faculty Operation Plan, the Assessment Policy and accompanying procedural guidelines and policies relevant to teaching and learning.

This section sets out the broad structure and principles for course management in the Faculty. Details of the various procedures, processes and mechanisms are detailed in the accompanying “procedures and guidelines” document and the flow-chart.

#### 1. Advisory Boards

- 1.1. All undergraduate courses (and/or discipline area) will establish a **Course Advisory Board** (or equivalent). The Advisory Board will provide a forum for discussion with stakeholders and advise the Dean and Faculty Board.
- 1.2. The Board will develop and review the level of engagement with industry, professions, employers and the community. For courses that are accredited or have a specific vocational outcome this requirement is mandatory.
- 1.3. The Board will be chaired by a non-Faculty member appointed by the Dean.
- 1.4. The Board will report through Faculty Executive to Faculty Board.

#### 2. Course Management Committees

- 2.1. All courses offered through the Faculty of Medicine, Nursing & Health Sciences will be managed by a Course Management Committee. Postgraduate courses may be managed in suites that include articulated pathways such as Graduate Certificate, Graduate Diploma, and Masters degree.
- 2.2. The Course Management Committee is responsible for ensuring that the course has appropriate objectives, and that the teaching, assessment and evaluation is closely aligned with the objectives. It also has responsibility for Self Reviews in the Monash Quality Process.

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- 2.3. Ownership of and responsibility for courses reside with the Course Management Committee.
- 2.4. The Course Management Committee will be chaired by the Course Convenor, who will be appointed by Faculty Board on a nomination by the Dean.
- 2.5. The Course Management Committee reports to Faculty Board through the Faculty Undergraduate Education Committee or Postgraduate Coursework Degrees Committee as appropriate.

### **3. Year Level Committees**

- 3.1. Each Course Management Committee will establish year level committees to manage each level of the course offering, including the honours year level where applicable. For courses that have relatively small enrolments or where the teaching mode changes across the course it may be appropriate to combine some year committees.
- 3.2. Year Level Committees will be responsible for management of a given year of a course, the organisation and co-ordination of teaching, monitoring assessment and co-ordination of the evaluation process.
- 3.3. Year Level Committees will be chaired by a Year Level Convenor (or equivalent) appointed by the Course Management Committee.
- 3.4. The Year Level Committee reports to the Course Management Committee

### **4. Unit Committees**

- 4.1. All units offered through the Faculty will be managed by a Unit Committee
- 4.2. The Unit Committee will be chaired by the Unit Convenor who is appointed by the Year Level Committee in consultation with the appropriate Head of Department / Head of School.
- 4.3. The Unit Committee reports to the relevant Year Level Committee.
- 4.4. The Unit Committees are responsible for the management of the unit, ensuring that the objectives are appropriate, and that the teaching and content, assessment and evaluation are aligned with the objectives.

### **5. Core responsibilities of Unit, Year and Course management committees**

- 5.1. Effective management of their area of responsibility
- 5.2. Enacting relevant policies promulgated at University and Faculty level
- 5.3. Developing appropriate objectives
- 5.4. Alignment of objectives with the objectives of the committee to which they report
- 5.5. Ensuring these objectives are met
- 5.6. Using appropriate assessment procedures, aligned with the objectives
- 5.7. Using appropriate evaluation processes
- 5.8. Acting to redress identified problems
- 5.9. Reporting regularly on their activities
- 5.10. Consistent application of Monash quality processes – “Plan – Act – Evaluate – Improve”

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##### Course management procedures and guidelines

###### Preamble

This document provides detail of the responsibilities, processes and structures for course management in the Faculty. It should be interpreted within, and adapted to, the context of each course or suite of courses. A significant aim of this document is to provide clear lines of responsibility and to provide information pathways within courses. Specific lines of communication and reporting are shown in the accompanying diagram.

###### Flow of information

The flow of information between the groups responsible for management, organisation and delivery of courses and units is essential to the provision of quality learning and teaching within the Faculty. These groups are expected to communicate as outlined in the accompanying diagram.

###### 1. Advisory Boards

The institution of Course Advisory Boards was initially suggested in *Leading the Way: Monash 2020*, and is further articulated in the *Learning and Teaching Plan (1999)*, which outlines strategies to extend and enhance curriculum planning through consultation with the community. Faculties have been requested to develop and review the level of engagement with industry, professions, employers and the community through the establishment of course (and / or discipline area) Advisory Boards. With the approval of the Associate Dean (Teaching), an appropriate equivalent may be identified if necessary)

###### 1.1. Responsibility

The Advisory Board will provide an opportunity for communication between the Faculty and its stakeholders, who may include:

- Graduates
- Professional organisations
- Industry and employer organisations
- External parties, including government and professional accreditation bodies
- University administration
- Staff development personnel, including the Higher Education Development Unit (HEDU) and the Centre for Medical and Health Sciences Education (CMHSE)
- Faculty administration
- Clinical teaching institutions
- Teaching staff
- Students
- Prospective students
- The broader community

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The Advisory Boards will provide a forum for discussion and advise the Dean and Faculty Board on various aspects of the course including:

- An employer's perspective on the strengths and weaknesses of the course
- The relevance of the curriculum to the workplace in Australia and overseas
- Strategies for incorporation of new developments in the workplace into the curriculum
- Strategies for improving the recruitment of local and international students
- Strategies for improving relations with relevant professional bodies

### ***1.2. Membership***

Membership of an Advisory Board will vary from course to course but a minimum membership is:

- A graduate of the course
- A representative of at least one appropriate professional organisation
- At least two representatives from industry, research and employer organisations
- The course convenor
- A member of the Course Management Committee
- The Dean or an Associate Dean (*ex officio*)

### ***1.3. Convenor***

An Advisory Board will be convened by the Chair with administrative support provided by the course administrative structure.

### ***1.4. Meeting and reporting***

An Advisory Board will meet twice each year and report formally through Faculty Executive to Faculty Board.

## **2. Course Management Committees**

Each undergraduate program will have its own Course Management Committee, however, in the case of some postgraduate coursework programs it may be more relevant to have a single management committee for a "suite" or cluster of programs – particularly where these articulate with each other.

### ***2.1. Responsibilities***

2.1.1. The Course Management Committee, through the Course Convenor, will be responsible for the development and submission of new course proposals to the Faculty Undergraduate Education Committee or the Postgraduate Coursework Degrees Committee as appropriate.

2.1.2. The Course Management Committee, through the Course Convenor, will be responsible for the approval of major and minor changes to the existing course and units and their submission to the Faculty Undergraduate Education Committee or the Postgraduate Coursework Degrees Committee as appropriate.

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- 2.1.3. New honours programs and changes to honours programs are to be approved by both the Research Degrees Committee and the Faculty Undergraduate Education Committee.
- 2.1.4. The Committee will work cooperatively with relevant Heads of Schools to achieve the objectives of the course and to ensure an adequate allocation of resources (of all types) for the delivery of the course.
- 2.1.5. The Committee has responsibility for implementation of the Monash quality cycle “Plan – Act – Evaluate – Improve” within the course.
- 2.1.6. The Committee will develop policies (consistent with University and faculty level policies) in relation to student selection, credit transfer, recognition of prior learning and student progress, and ensure that these are approved by FUEC or PGCDC and by Faculty Board.
- 2.1.7. The Course Management Committee has specific responsibility for ensuring that:
  - 2.1.7.1. The objectives for the course are appropriate.
  - 2.1.7.2. The teaching is appropriately aligned with the objectives.
  - 2.1.7.3. The objectives are reviewed annually.
  - 2.1.7.4. Appropriate assessment procedures are used to match the objectives of the course.
  - 2.1.7.5. Appropriate evaluation procedures are in place
  - 2.1.7.6. Steps are taken to address identified problems.

### **2.2. Membership**

Membership of a Course Management Committee will consist of a minimum of:

- 2.2.1. The year level convenors for each year of the degree (including honours where applicable)
- 2.2.2. Heads of Schools (or nominee) of those Schools that contribute significantly to the program
- 2.2.3. A student representative from each year of the course
- 2.2.4. Interfaculty representatives as appropriate
- 2.2.5. The appropriate Associate Dean (ex officio) or nominee
- 2.2.6. Other members who may be co-opted by the committee e.g. international student adviser, education experts from CeLTS

### **2.3. Convenor**

Each course will have a Course Convenor, who will be appointed by Faculty Board on a nomination by the Dean. The main responsibilities of the Course Convenor are:

- 2.3.1. To have day-to-day responsibility for good management of the course
- 2.3.2. To be responsible for selection into the course
- 2.3.3. Convene and chair the Course Management Committee
- 2.3.4. Respond to higher level student enquiries and matters that cannot be resolved by the unit or year level convenors
- 2.3.5. Provide mentoring and support to staff teaching in the course

## Course Management Committees within the Faculty structure

### ***2.4. Meeting and Reporting***

A Course Management Committee will meet at least three times per year. A minimum schedule could be – before the start of the academic year, mid-year and following second semester. It will report, in writing, at the beginning of each semester, through FUEC or PGCDC to Faculty Board. The report will include information and comment on the responsibilities outlined above.

### **3. Year Level Committees**

Each course will establish a Year Level Committee to manage each year level of the course. For courses that have relatively small enrolments or where the teaching mode changes across the course it may be relevant to combine some year committees. For example, in a four year degree where the first two years are mainly campus based and the latter two years are mainly off-campus (clinic / hospital) based, there may be a Year 1 / 2 committee and a Year 3 / 4 committee.

#### ***3.1. Responsibility***

Year level committees have the primary role and responsibility in course management, although the course management committee and course convenor have ultimate responsibility. The year level committees have specific responsibility for ensuring that:

- 3.1.1. The year is managed effectively
- 3.1.2. The objectives of the year are appropriate and consistent with the course objectives, and are reviewed annually
- 3.1.3. The content of the year is aligned with the objectives
- 3.1.4. The methods of teaching are appropriate and match the objectives
- 3.1.5. The assessment procedures are appropriate, consistent with Faculty assessment policy, and aligned with the objectives. The committee will approve end-of-semester examination papers prior to their being administered to the students
- 3.1.6. Appropriate evaluation processes are in place
- 3.1.7. Appropriate steps are taken to address identified problems

#### ***3.2. Membership***

Membership of a year level committee will consist of a minimum of:

- 3.2.1. The unit convenors for that year level of the course
- 3.2.2. Two student representatives
- 3.2.3. Course Convenor (ex officio)
- 3.2.4. Other co-opted members e.g. elective / option unit convenors

#### ***3.3. Convenor***

Each year level of the course will have a convenor, who will:

- 3.3.1. Have primary responsibility for a given year of the course
- 3.3.2. Chair the year level committee and be responsible to the Course Management Committee
- 3.3.3. Be responsible for the organisation and co-ordination of the teaching for that year level
- 3.3.4. Monitor assessment and assessment outcomes across the year
- 3.3.5. Co-ordinate the evaluation process
- 3.3.6. Will be appointed by the Course Management Committee

## Course Management Committees within the Faculty structure

### ***3.4. Meeting and Reporting***

The timing and frequency of meetings of year level committees should be flexible. However, a minimum of three meetings per year is required in order that they can report appropriately to their course management committees. The convenor and committee will report in writing to each meeting of the Course Management Committee. The report will include comments on:

- 3.4.1. The organisation and co-ordination of the teaching for that year level
- 3.4.2. Assessment outcomes across the year
- 3.4.3. Co-ordination of the evaluation process
- 3.4.4. Any other matters of importance

## **4. Unit Committees**

The requirement for a Unit Committee is greatest when units are under development (or significant redevelopment) and / or when the unit involves several departments or schools. It may be less necessary when a unit is established and delivered by a single administrative unit. This committee exists to co-ordinate the delivery of the unit and ensure communication and consistency between different staff (including sessional staff) participating in teaching and administration of the unit.

### ***4.1. Responsibility***

The Unit Committee and Unit Convenor are responsible for:

- 4.1.1. Ensuring that the content is aligned with the objectives
- 4.1.2. Ensuring that the teaching methods are appropriate and aligned with the objectives
- 4.1.3. Alignment of the assessment in the unit with the learning objectives
- 4.1.4. Approval of examination papers prior to their submission to the year committee
- 4.1.5. Development of examination questions
- 4.1.6. Implementation of cross-marking of assignments where appropriate
- 4.1.7. Working with CMHSE to support and mentor inexperienced tutors and demonstrators
- 4.1.8. Fine-tuning and troubleshooting of problems in unit delivery

### ***4.2. Membership***

The Unit Committee will normally consist of:

- 4.2.1. The Unit Convenor
- 4.2.2. Those staff teaching in the unit or, if the number of staff is large, representatives based on discipline / Faculty / Department / School

### ***4.3. Convenor***

The unit convenor will:

- 4.3.1. Chair the unit committee
- 4.3.2. Be a member of and report to the relevant year committee
- 4.3.3. Be responsible for the preparation of assessments and ensuring that examination papers are approved by the unit committee and relevant year committee before administration to students
- 4.3.4. Be appointed by the Year Level committee in consultation with the relevant Head of Department/Head of School

## Course Management Committees within the Faculty structure

### ***4.4. Meeting and Reporting***

Frequency of meetings should be flexible but a minimum of two meetings is required for a unit that is delivered in a single semester. The Unit Convenor and unit committee will be responsible (under the supervision of the year level committee) for reporting in writing on

- Assessment results to the Board of Examiners
- Student performance
- Regular reporting to the Year Management Committee

# Course Management Committees within the Faculty structure

## Notes

Within the University and the Faculty of Medicine, Nursing & Health Sciences the following are specific entities that have designated roles and responsibilities:

Dean  
Faculty Board  
Faculty Executive  
Faculty Undergraduate Education Committee (FUEC)  
Postgraduate Coursework Degrees Committee (PGCDC)  
Quality Management Group (QMG)

Head of School (HOS)  
Head of Department (HOD)

Advisory Board  
Course Management Committee  
Course Convenor  
Year Level Committee  
Year Level Convenor  
Unit Committee  
Unit Convenor

Centre for Medical and Health Sciences Education (CMHSE)

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