

C5 - COURSE AND UNIT COORDINATION POLICY

1 PURPOSE

The purpose of this policy is to provide a framework for the overall management of the BBI – The Australian Institute of Theological Education (BBI) Courses and Units.

2 BACKGROUND

BBI is committed to quality learning and teaching, as reflected in its primarily educational mission. This policy has been implemented in order to ensure high quality leadership and management of its courses, and the individual units within each course. The policy has two parts: the first relates to Course Coordination and the second relates to Unit Coordination.

3 SCOPE

This policy applies to all higher education courses and units delivered by the Institute.

4 DEFINITIONS

Course Coordinator – refers to the academic staff member who has responsibility for the leadership, management, and quality assurance for a course of study.

Unit Coordinator – refers to the academic staff member who has responsibility for the leadership, management and quality assurance of a unit within a course of study.

5 POLICY

Part 1 – Course Coordination

BBI will appoint a Course Coordinator to each of its courses of study. The Course Coordinator will have responsibility for the leadership, management, and quality assurance for the course of study to which they are appointed.

- a) A Course Coordinator is appointed to each course of study by the Academic Dean on delegation from the Academic Board.
- b) Course Coordinators must be appointed at least six weeks prior to the start of any teaching period.
- c) Where a course of study contains nested courses (for example, a Masters course which contains nested Graduate Certificate and Graduate Diploma courses) a single Course Coordinator will be appointed for all nested courses.
- d) Course Coordinators will be selected based on the following criteria:
 - i. Demonstrated expertise in the Field of Education associated with the relevant course.
 - ii. In most cases, completion of an AQF Level 10 qualification in the Field of Education associated with the relevant. Where the course of study is at AQF Level 8 or below, a Level 9 qualification suffices, but is not preferable.
 - iii. Demonstrated leadership capacity.

- iv. Demonstrated administrative competency.
- e) Course Coordinators will fulfil the following tasks relating to leadership, management, and quality of the course for which they are responsible:
 - i. Chairing Course Management meetings with relevant academic staff, including those teaching into the course and the Academic Dean (or representative) at least twice a year.
 - ii. Providing Course Information Sessions for all new students which induct students into BBI, and providing them with information about their course of study, including: academic information; assessment information; library and resource information; support services information.
 - iii. Overseeing student progression throughout the course of study in accordance with the *Student Progression Policy* and addressing concerns regarding student performance.
 - iv. Responding to feedback on the course from students, staff, and stakeholders, and making recommendations to the Academic Board for refinements, where relevant.
 - v. Proposing improvements to the course of study based on advancements in scholarship in the relevant Field of Education.
 - vi. Assessing applications for credit in accordance with the *Credit Transfer and Recognition of Prior Learning* policy.
 - vii. Engaging in the unit proposal process in accordance with the Unit Design and Development Policy.
 - viii. Writing the Annual Report on their course for submission to the Academic Board in accordance with the Academic Board's requirements.
 - ix. Overseeing the development of documentation required for internal and external reviews of the course, as required by the Academic Board.
 - x. Providing regular Course Coordinator reports to the Academic Dean for tabling at the Academic Board.
 - xi. Ensuring that the course of study enables students to fulfil the Course Specific Graduate Outcomes through overall course design, individual unit design, and quality teaching.
 - xii. Ensuring the quality and accuracy of course documentation, including unit outlines and marketing and communications material.
 - xiii. Recommending yearly unit offerings to the Academic Board in accordance with data on student demand (such as which core units will be required and how many electives should be offered on a rotational basis) and staffing availability, in collaboration with the Academic Dean.
 - xiv. Acting as Unit Coordinator for units offered within the course of study which are taught only by Sessional Teaching staff.
 - xv. Providing consistent communication with and leadership of Unit Coordinators teaching within the course of study, especially with regards to mentoring surrounding BBI QA requirements, assessment (in accordance with the *Assessment Policy*) and semester reporting.

Part 2 – Unit Coordination

BBI will appoint a Unit Coordinator to each unit offered in a study period. The Unit Coordinator will have responsibility for the leadership, management, and quality assurance for the course of study to which they are appointed. Typically, the Unit Coordinator will lead the teaching of the unit, though they may sometimes be appointed to fulfil the administrative requirements of the unit where a sessional staff member takes on the lead teaching (in accordance with Part 1, e, xii).

Unit coordinators are selected based on the following criteria:

- a) Holding an AQF qualification of at least one level above the AQF level at which the unit is being taught.
- b) Expertise in the area of study on which the unit is focuses (an exception occurs where Part 1, e, xii above applies)
- c) Demonstrated administrative competency.

Unit coordinators are responsible for the following specific tasks:

- a) Completing the full unit outline, based on the unit's approved outline template. If a sessional staff member is the lead teacher for the unit, this task may be delegated to them, but the unit coordinator bears the responsibility for ensuring that the Unit Outline satisfies the Institute's standards.
- b) Setting up the Blackboard site for the unit in according with the Academic Standards Sub-Committee's (ASSC) document *Quality Assurance Guidelines for Unit Design and Delivery*.
- c) Communicating with students throughout the semester in accordance ASSC's document *Quality Assurance Guidelines for Unit Design and Delivery*, including ensuring that all students have access to the Unit Outline from the beginning of the semester.
- d) Undertaking the responsibilities for internal assessment moderation as per BBI's Moderation of Grades and Assessment Policy.
- e) Undertaking the responsibilities for reporting on the unit at the end of semester in accordance BBI's Moderation of Grades and Assessment Policy.
- f) Undertaking reviews of the unit as required by the Course Coordinator, Academic Dean, ASSC, or Academic Board.

6 RELEVANT LEGISLATION

N/A

7 KEY RELATED DOCUMENTS

8 NOTES

Contact Officer	Academic Dean
Implementation Officer/s	Academic Dean / Student Services Manager
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