

Course and Subject Coordinators Policy

Section 1 - Background and Purpose

(1) La Trobe University is committed to ensuring that its academic programs are of a high standard. This Policy describes the role of Course and Subject Coordinators in the monitoring of academic quality of courses and subjects.

Section 2 - Scope

(2) Applies to:

- a. All campuses
- b. All coursework courses
- c. All delivery modes and instances of subjects
- d. All members of the university community

Section 3 - Policy Statement

(3) All courses of the University will have a single academic Course Coordinator. The Course Coordinator will work with the School's Director of Teaching and Learning or Head of School/Department to uphold academic and professional standards and procedures.

(4) The Course Coordinator will be responsible for course:

- a. Development and Design
- b. Delivery and Leadership (including development of a teaching team for the course)
- c. Engagement (with students, service units internal to the University, professional and/or accrediting bodies and the University Marketing team)
- d. Review and Revision
- e. Administration and Course Reports

(5) These responsibilities apply to the course on all campuses and (as applicable) to all versions of the course taught by third parties.

(6) All subjects of the University will have a single academic Subject Coordinator, who will be responsible for subject:

- a. Development and Design
- b. Delivery (including development of a teaching team which may incorporate Instance Leaders for subjects offered in multiple instances)
- c. Engagement with students
- d. Administration

- e. Review and Revision
- f. Administration and Subject Reporting

(7) These responsibilities apply to the subject on all campuses and (as applicable) to versions of the subject taught by third parties.

(8) Subject Coordinators and Course Coordinators may be appointed from any Campus with the decision based on relevant knowledge and experience, rather than location.

Section 4 - Procedure

(9) Refer to the:

- a. Course Coordinators Procedure
- b. Subject Coordinators Procedure

Section 5 - Definitions

(10) For the purpose of this Policy:

- a. Course: For this procedure, a course is defined as an offering of the University with a single set of Course Intended Learning Outcomes. Usually this be accompanied by a distinctive course name
- b. Instance: each distinct offering of a subject. Instances may differ in one or more particulars, for example: location, mode, length and intensity of teaching period, facilities and resources (e.g. staff, equipment, space).
- c. The roles of Course Coordinators and Subject Coordinators are defined in the relevant procedures.

Section 6 - Stakeholders

Responsibility for implementation – Associate Pro Vice-Chancellors (Coursework).

Responsibility for monitoring implementation and compliance – Heads of School.

Status and Details

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