

Course Coordinators Procedure

Section 1 - Background and Purpose

- (1) Course Coordinators are responsible for all aspects of a course at La Trobe University.
- (2) Each course of the University will have a single Course Coordinator with overall authority.
- (3) For the purpose of these Procedures, a Course has a single set of Course Intended Learning Outcomes and usually a distinct course name.

Section 2 - Scope

- (4) Refer to the [Course and Subject Coordinators Policy](#).

Section 3 - Policy Statement

- (5) Refer to the [Course and Subject Coordinators Policy](#).

Section 4 - Procedure

New Courses

- (6) Prior to the development of proposals for a new course, a Course Coordinator must be appointed, to prepare the relevant documentation, and ensure that all approval processes of the Course Lifecycles Policy and associated Procedures are completed in a timely manner.

Appointment of the Course Coordinator

- (7) Course Coordinators are appointed by the Head(s) of School(s)/Department(s) in consultation with the College Associate Pro Vice-Chancellor (Coursework).
- (8) In cross-disciplinary courses, the Course Coordinator may be appointed by the College APVC(Coursework). Course Coordinators are usually appointed for a period of two to three years.
- (9) The College Education Team(s) should be advised immediately of the name of the Course Coordinator, to allow accurate record keeping.

Criteria for a Course Coordinator

- (10) Subject to the University's Collective Agreement 2014, section 39.3 "An [academic] employee whose substantive position is at level A is not permitted to undertake course coordination" Course Coordinators should meet the following criteria:

- a. Academic staff member normally holding a continuing or fixed term appointment at Level C or above
- b. Knowledge in the discipline area
- c. Excellent organisational skills
- d. Excellent teaching skills
- e. Excellent interpersonal skills
- f. Excellent skills in working with and building teams
- g. Willingness to be the Course Coordinator

Instances of Courses

(11) Where there are multiple instances of the course and it is taught at multiple locations, in multiple modes and/or by third parties, there will be only one Course Coordinator.

Appointment of a Course Advisor

(12) In courses where there is significant enrolment or complex delivery arrangements, the Course Coordinator, in consultation with the Head(s) of School(s)/Department(s), may appoint one or more Course Advisors to assist with academic matters related to the course.

(13) Course Advisors are usually appointed for a period of at least one year, but preferably for the term of the appointment of the Course Coordinator.

Criteria for a Course Advisor

(14) Criteria:

- a. Academic staff member holding a continuing or fixed term appointment at Level B or above
- b. Knowledge in the discipline area
- c. Good organisational skills
- d. Good teaching skills
- e. Good interpersonal skills
- f. Excellent skills in working within a team
- g. Willingness to be the Course Advisor

Double and Combined Courses

(15) While there may be a single Course Coordinator appointed at the discretion of the Colleges, in most cases the individual Course Coordinators for each course in a double or combined course will work as a team to coordinate the double and/or combined courses.

Key Responsibilities

(16) The main areas of responsibility for Course Coordinators are:

- a. Development and Design
- b. Delivery and Leadership
- c. Engagement
- d. Review and Revision
- e. Administration and Course Reporting

Development and Design

(17) In conjunction with relevant Head(s) of School(s)/Department(s), the School(s) Director(s) of Teaching and Learning, the College APVC(Coursework), Subject Coordinators and Subject Instance Leaders as necessary; the Course Coordinator will:

- a. Define the Course Intended Learning Outcomes
- b. Design the curriculum for the course. This includes:
 - i. identifying core, core-choice and elective subjects
 - ii. identifying cornerstone, midpoint and capstone subjects;
 - iii. ensuring that Graduate Capabilities are developed, scaffolded, assessed and reported;
 - iv. identifying majors, minors and specialisations as required;
 - v. developing appropriate structure, progression and mapping;
 - vi. ensuring that the La Trobe Essentials are incorporated into the course;
 - vii. ensuring that relevant accreditation and registration requirements are accommodated in the course structure;
 - viii. ensuring that Subject Intended Learning Outcomes, learning activities and assessment tasks of core and core-choice subjects are constructively aligned with the Course Intended Learning Outcomes;
 - ix. ensuring that students benefit from flexible learning experiences, learning enrichment opportunities and a range of assessment options throughout the core and core-choice requirements;
- c. Collaborate with the Course Coordinator(s) of any courses to be offered jointly as double degrees to ensure that students benefit from flexible learning experiences and a range of assessment options throughout the core requirements of both courses.

Delivery and Leadership

(18) Assist with selection of Subject Coordinators and Instance Leaders of subjects included in the core curriculum as required.

(19) Convene and Chair a meeting of all core and core-choice Subject Coordinators for the course, at least once annually.

(20) Audit and endorse Course Information Management System entries for all core and core-choice subjects.

(21) In conjunction with Head(s) of School(s)/Department(s) as necessary:

- a. Ensure that core and core-choice subjects are scheduled to facilitate enrolment and progression for students.

(22) In conjunction with Subject Coordinators and Subject Instance Leaders as necessary:

- a. Ensure that assessment task due dates for core and core-choice subjects are scheduled to spread student assessment workload as much as possible throughout the semester.
- b. Manage the moderation of assessment in accordance with the Moderation and Integrity of Assessment Policy.

Engagement

(23) Edit and approve University Handbook entries, course guides, tertiary guide information and any other marketing materials for the course.

(24) Consult with prospective students at University Open Days and other promotional activities.

(25) Consult with students during and prior to their studies regarding course rules, design, delivery, academic quality and other issues as may arise.

(26) Provide information and advice as needed about course rules, design, delivery, academic quality and other issues as may arise with the course.

(27) Engage with the University Marketing and Recruitment and La Trobe International staff to develop and nurture target markets.

(28) Introduce the course to new students at orientation and commencement.

(29) Develop and maintain relationships with relevant professional, accreditation and registration bodies, and with researchers in relevant fields.

(30) Advise students on Student Mobility Programs (exchange programs) and approve credit/advanced standing for external studies undertaken during the approved programs.

(31) Participate as required in Course Advisory Boards.

Review and Revision

(32) In conjunction with relevant Heads of Schools/Departments, Schools Directors of Teaching and Learning, the College APVC(Coursework) and Subject Coordinators as necessary:

- a. Continuously improve the core curriculum for the course.
- b. Ensure that the disciplinary content of the course is regularly reviewed to maintain currency with research, technological change, current events and potential employment opportunities for graduates.
- c. Use relevant instruments (including aggregated Student Feedback on Subjects data and other core instruments such as the Student Experience Survey) to monitor and review the course content.

Administration and Reporting

(33) The Course Coordinator is responsible for ensuring that the course is delivered so that it meets all University policy and procedural requirements, TEQSA standards and other professional and accreditation requirements.

(34) In conjunction with staff of the College Education team and the College Governance Team, University Governance Office and staff of the Quality and Standards Office, as necessary:

- a. Prepare documentation for the Annual Load Planning exercise conducted by the Course Portfolio and Scholarships Committee.
- b. Prepare Course Review documentation for the five-yearly Academic Course Review process.
- c. Prepare an annual reflective course report on Quality and Student Satisfaction (to feed into the existing CPSC report and the five-yearly Academic Course Review process).
- d. Ensure that reporting of moderation of core and core-choice subjects is conducted in a timely manner, and compile the results for the course.
- e. Prepare documentation for any other annual reporting required by the College.
- f. Ensure that any proposed revisions to the course are documented using the University's Course Revision processes and relevant committees.

Section 5 - Definitions

(35) For the purpose of this Procedure:

- 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. Assessment Criteria: Used to measure the degree to which a student has achieved the intended learning outcomes for the subject.
- d. Assessment tasks: Examples include examinations, essays or other forms of writing, verbal presentations, clinical practicum performance, multimedia or digital presentations, performance, portfolio development. See the Student Assessment Workload Guidelines for more examples.

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