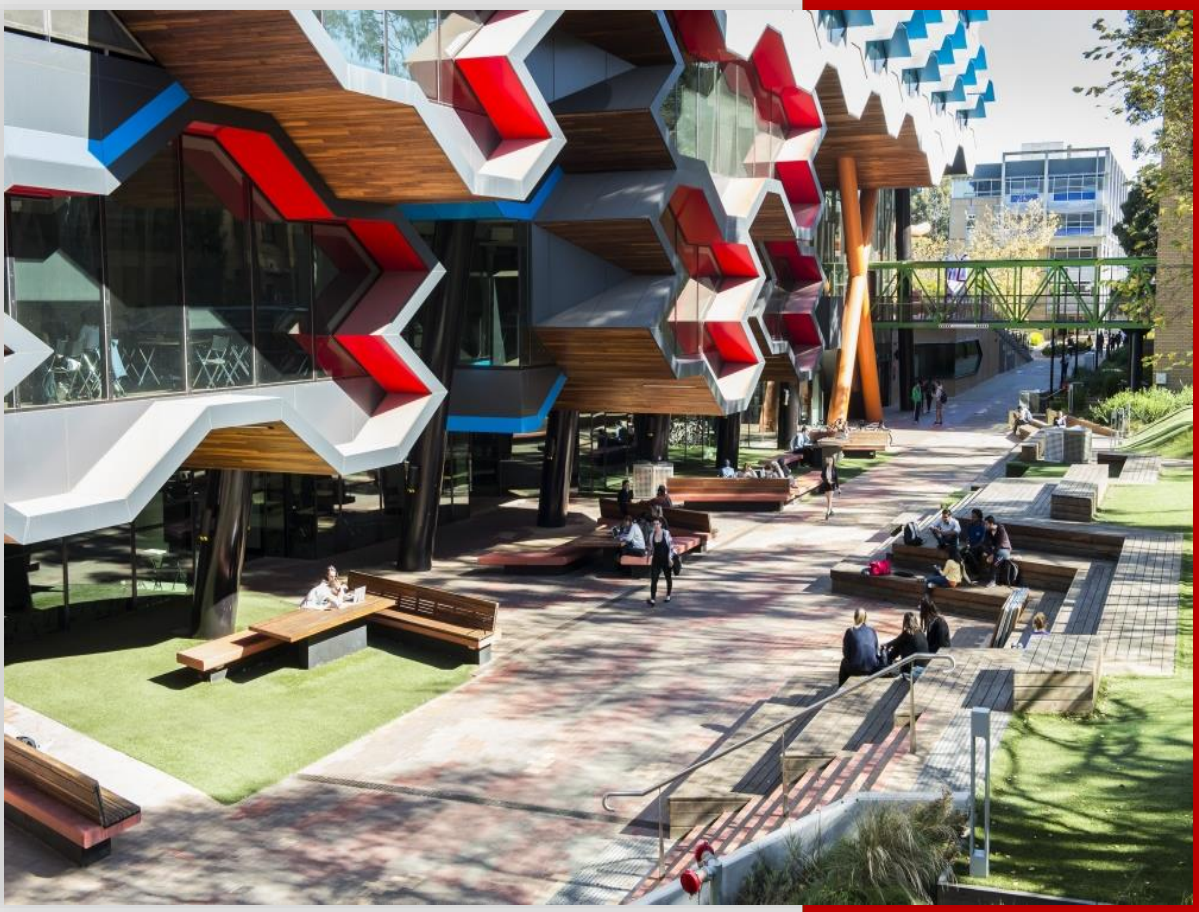
Subject Coordination Guidelines



Quality and Standards
La Trobe University
2020

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PURPOSE

The Subject Coordination Guidelines assist staff in the role to undertake a range of academic and procedural activities, ensuring consistency across all courses at La Trobe. Together with the Subject Coordinator Role Description, the guidelines replace previous subject coordination policy and procedures. The topics covered here refer to key educational policies and procedures, providing more detailed information via links to systems, intranet pages and staff role contact points. These guidelines reside in the La Trobe Policy Library.

Associated support for day-to-day activities of Subject Coordinators can be accessed through the **Subject Coordinator Toolkit LMS.**

SUBJECT COORDINATION: THE BASICS

Each subject of the University has an appointed Subject Coordinator with overall authority for all aspects of the subject within the context of the course/s in which it is delivered. Administrative processes may require delegation to professional or administrative staff, at the direction of the Subject Coordinator. Only one Subject Coordinator is appointed per subject; this is the case where there are multiple instances of the subject, taught at multiple locations or in multiple modes. The Head of School/Department, in consultation with Campus Heads and Subject Coordinators, can appoint a Subject Instance Leader for each instance of a subject.

Subject Coordinators are appointed by the Head of School or the Head of Department in consultation with the Course Coordinator. There is no formal time of appointment for Subject Coordinators but conventionally the appointment is reviewed after a period of at least 12 months.

Establishing your Coordination Network

The Subject Coordinator leads a team comprising of academic teaching and professional staff and has oversight responsibilities in leading subject design and delivery, assessment design and evaluation, and student support, in accordance with the **Higher Education Standards Framework**, the **Australian Qualifications Framework**. In collaboration with Course Coordinators, Subject Coordinators contribute to quality monitoring and review processes against these frameworks through continuous subject-level improvements based on evidence of performance indicators.

As subject coordination has significant operational responsibilities, establishing a network of academic and professional staff across the University at the outset will be important to effective running of the course. In the first instance:

- your Head of Department will announce your position to key academic course staff, including those in other Schools as necessary, and
- your School / College Manager needs to ensure that your name and details are updated in a variety of systems and for a range of vital processes. For more information, see the Systems section of the guidelines.

The staff central to the subject coordination network and with whom strong lines of communication need to be established are:

- Course Coordinators
- Subject Instance Leaders
- Director Learning and Teaching of the School/s
- School or College professional staff, as the College Education course management and pathway teams
- central professional staff in Admissions, Student Support, Education Service, and Quality and Standards divisions
- external stakeholders for the purpose of external review and, where required, professional accreditation.

As an academic leader, the Subject Coordinator promotes and enables high quality education and excellent academic outcomes for students through a team-based approach. The Subject Coordinator will manage the Subject Teaching Team and is responsible for:

- developing a collaborative team that includes lecturers, guest lecturers and tutors
- assisting with the appointment of subject teaching staff
- fostering a consultative team environment by maintaining a regular contact network, including a specific meeting at the end of each teaching period to review learning outcomes, grades, retention and significant issues identified in student feedback

- undertaking a range of academic administrative responsibilities, such as monitoring and responding to academic integrity issues.

SUBJECT DESIGN

Subject design is fundamentally linked to the overall course design, which will holistically support student learning, successful delivery, student engagement and graduate outcomes of the course. In conjunction with the Course Coordinator during periods of course revision, the Subject Coordinator may be required to:

- design or redevelop the subject curriculum, ensuring the volume and level of learning are appropriate for the stage of study
- review the Subject Intended Learning Outcomes and ensure that Graduate Capabilities are developed in line with the course outcomes
- ensure 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
- ensure that Subject Intended Learning Outcomes, learning activities and assessment tasks of subjects are constructively aligned and consistently aligned across all location and semester instances of the subject
- ensure that consideration is given to flexible learning experiences, learning enrichment and a range of assessment tasks throughout the subject.

University Approval

As a self-accrediting University, all La Trobe courses are accredited through the University Coursework Committee and Academic Board. The Subject Coordinator ensures that any proposed revisions to the subject are documented and submitted in a timely manner. The approval process for courses and subjects is governed by the **Course and Subject Management Policy** and associated procedures available on the **Course and Subject Management intranet page**.

Professional Recognition

Many La Trobe courses are recognised or accredited by professional or industry boards or bodies. In most instances, there are additional requirements for these programs to maintain their external accreditation or membership. A Subject Coordinator will be required to collaborate with Course Coordinators to facilitate and manage external accreditation requirements relevant to their subject to ensure currency of the course status.

Subject Information

La Trobe is required under legislation to provide students with accurate, complete and consistent course information, including all claims regarding outcomes and details for admissions, intakes, and pathways. Subject Coordinators are involved in generating the descriptions for approved subjects in collaboration with Marketing, which is then housed in CourseLoop linked to a subject database and published via our **Find a Course** and **Handbook** on the La Trobe website.

SUBJECT DELIVERY

The Subject Coordinator is responsible for ensuring that the subject is delivered so that it meets all University policy and procedural requirements (see Appendix B), Tertiary Education Quality and Standards Agency (TEQSA) standards and other professional and accreditation requirements, 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.

Prior to Semester

The Subject Coordinator prepares for delivery of the subject in consultation with subject teaching staff, and Course Coordinator/s as necessary. In the lead up to the subject delivery, Subject Coordinators will:

- develop content and syllabus, reading lists, teaching activities including formative and summative assessment and assessment criteria, standards, rubrics and grading sheets
- set assessment task due dates for core subjects are scheduled to spread student assessment workload as much as possible throughout the semester

- prepare for teaching needs including staff, teaching space requirements, and materials
- prepare tutorial materials in a timely manner, including setting questions and topics, preparing reading lists and handouts, co-ordinating availability of materials in relevant and accessible locations
- ensure the needs of students are accommodated as required following consultation with Equity and Diversity
- establishing the Learning Management System (LMS) site.

Learning Management System

The Subject Coordinator is responsible for establishing and managing the Learning Management System (LMS) site. They are assisted by the Learning and Teaching and Education Design teams as required. Preparation will involve the renewal of the LMS site for ongoing subjects, or design if a new subject. As a minimum, for example, the Subject Learning Guide and the materials for at least for the first week of semester are available for students to access two weeks prior to commencement of semester. See the LMS checklist for tasks relevant to Subject Coordinators.

Academic Integrity

The promotion and assurance of academic integrity occurs at all levels of teaching. Subject Coordinators will be required to implement frontline aspects of this policy:

- prepare subject guides and resources according to discipline referencing requirements
- change major assessment tasks, essay topics and examinations each year
- minimise opportunities to plagiarise in the assessment design
- ensure that examinations and assessments storage is secure
- use the text-matching software licensed for the University's use to enable plagiarism detection
- refer suspected academic misconduct to the Academic Integrity Adviser (AIA) along with any supporting materials
- communicate to students regarding suspected academic misconduct as referred to the AIA.

Moderation

All La Trobe subjects must be moderated. The Subject Coordinator is responsible for the moderation of assessment in accordance with the University's Assessment (Moderation and Integrity) Policy which includes the procedure relating to moderation and assessment tasks.

The Grades of the University Policy and Schedule of Current Assessment Grades and Administrative Codes governs students' results at La Trobe. All assessment grades are required to be maintained in the LMS gradebook as per the Assessment Procedure – Supplementary Assessment for Hurdle Requirements, especially in regards to late submission and re-submission of unsatisfactory work.

Student Feedback on Subjects

Student Feedback on Subjects (SFS) is part of the University's academic quality assurance framework and data from these surveys form part of regular quality assurance processes for all subjects and courses. Each year all subjects are evaluated online for every teaching period. The delivery of Student Feedback on Subjects is governed by the Student Feedback on Subjects Policy and related procedures. All La Trobe students have a La Trobe email address to which survey requests are sent. Subject Coordinators receive an email with a unique link to live response rates and evaluation period dates for all subjects they coordinate.

QUALITY ASSURANCE

Subject Coordinators are responsible for the continuous improvement of the curriculum for the subject, ensuring that the disciplinary content of the subject is regularly reviewed to maintain currency with research, technological change, current events and potential employment opportunities for graduates. The two key processes at subject level are Continuous Subject Monitoring and the Subject Improvement Program.

Subject Monitoring and Improvement

Subjects are monitored through their delivery cycles, usually biannually, and may enter a subject improvement action plan if they meet the criteria across SFS scores, student feedback and response rate thresholds. Subject Coordinators are

responsible for analysis of performance and the appropriate educational response, implementation and monitoring in collaboration with the Director Learning and Teaching, the Course Coordinator, and the Office of Quality and Standards. More information on these processes are found in Course and Subject Management Procedure – Course and Subject Reviews.

Benchmarking

Benchmarking or external referencing of subjects can be facilitated by the Subject Coordinator in collaboration with the Course Coordinator and facilitated by the Office of Quality and Standards. Subject benchmarking may include **Innovative Research Universities (IRU) Subject Calibration** or independent external review or be an outcome of professional accreditation outcomes. All external review materials must be uploaded as supporting documentation in both **Annual Course Monitoring** and the **Comprehensive Course Review** processes as a form of continuous quality improvement and assurance. The Subject Coordinator works with the course team/s to update these recommendations as a result of external review to the Annual Course Monitoring system. Information and guidance is available via the **Academic Quality intranet page**.

STUDENT ENGAGEMENT

Student Support

The support for students begins in the course-based orientation and continues through the student's journey. It can be either directly provided to the student in discussion or writing or can be facilitated for the student in collaboration with other academic and professional staff. Clear and professional communication to and about the student is essential at all times.

The Subject Coordinator is required to ensure information provided to students is communicated, clearly and where appropriate, confidentially. This involves:

- consulting with students during and prior to their studies regarding subject rules, design, delivery, academic quality and other issues as may arise
- allocating consultation time each week to students in each subject
- addressing a range of complex student matters, including cases of academic and general misconduct, inherent requirements, and student complaints
- communicating academic practices and expectations of La Trobe students, and the subject requirements
- responding to student inquiries and referring matters where necessary to the course coordinator or professional staff in the appropriate area
- referrals of students to internal and/or external services as necessary, and unique student cohort requirements, as required.

Information on student support services are outlined on La Trobe's website on the **Latrobe.edu.au/Students** page.

Student Communication

A Subject Coordinator is required to communicate to students regarding a very wide range of matters, such as:

- complex student matters, academic assessment, subject requirements, and student complaints
- academic practices and expectations of La Trobe students
- referrals of students to internal and/or external services, as required.

RESPONSIBILITIES GUIDE

SUBJECT DESIGN AND DEVELOPMENT

SUBJECT DESIGN & DEVELOPMENT

ACTIVITY	AIM	CONTACTS	SYSTEM / SOURCE	KEY TASKS
Define subject criteria, outcomes, assessment, approaches to teaching and learning	To ensure student learning and achievement to the relevant AQF level	Head of Department Course Coordinators Director of Learning & Teaching	Subject Design resources – various La Trobe Learning and Teaching	▪ Draft subject proposal prepared that assesses SILOs and aligns with AQF level and university policies
Prepare material for subject approval process	To ensure governance requirements are met	College Education Team Academic Coordinator Coursework	Course Management Resources (CourseLoop)	▪ Approved subject proposal

DELIVERY AND MANAGEMENT

SUBJECT MANAGEMENT

ACTIVITY	AIM	CONTACTS	SYSTEM / SOURCE	KEY TASKS
Manage administrative duties relevant to the subject **Maintain subject design and delivery consistent with approvals and University policies**	To ensure smooth administrative processes support subject delivery To ensure clear responsibilities for Course Advisors as required To ensure subject instances are consistent with each other and with the approved subject details	Administrators Course Coordinator College Education Quality and Standards Academic Program Directors (APD) Student Administration	CIMS Course Loop LMS University calendar Policy Library CC Guidelines	▪ Perform administrative duties across delivery period – see Subject Coordinator Toolbox ▪ Liaise with key administrative staff in central divisions ▪ Review subject annually
DELIVERY AND TEAMWORK				
Maintain subject consistency across teaching and support **Implement high quality teaching initiatives relevant to the subject** **Maintain the relevance of subject in terms of the discipline** **Appoint, mentor and guide sessional staff**	To maintain subject relevance and alignment with Course Intended Learning Outcomes (CILOs) To support a teaching team culture of consistency across instances	Colleagues and Peers Subject Coordinators Discipline Leads LTLT	Feedback from staff LMS ACM system Course matrix and CILOs Data Dashboards CAC meetings External Review and Benchmarking	▪ Keep up-to-date subject information in systems ▪ Meet with teaching team ▪ Moderate assessments ▪ Review SFS data on subject performance ▪ Review staff performance ▪ Act on CAC reports ▪ Act on Subject Review and Improvement processes

QUALITY MONITORING

LEARNING AND TEACHING

ACTIVITY	AIM	CONTACTS	SYSTEM / SOURCE	KEY TASKS
Monitor student feedback and outcomes	To collate evidence of performance To provide accountability to students, staff, Course Advisory Committee (CAC), LTU	Subject team Course Coordinator Dir. Learning and Teaching	Subject Data Dashboards SFS reports Retention Rates SFT reports QILT data Other student feedback	▪ Subject review process ▪ Reports to CAC
SUBJECT MONITORING AND REVIEW				
Undertake review processes **Monitor subject improvement actions** **Manage learning related critical incidents regarding the subject**	To identify and address any performance issues To meet external accreditation expectations To ensure wellbeing, safety of students To comply with statues, policies and procedures	Subject teaching team Head of Department College Education Teams Professional bodies Placement partners Quality and Standards Student Services	Resources to subject review and monitoring External developments Professional bodies Placement partners Student Services Dir. Learning and Teaching	▪ Accreditation requirements ▪ Professional development needs identified ▪ Additional support needs and/or gaps identified ▪ Potential breach(es) reported (as necessary)

STUDENT EXPERIENCE AND ENGAGEMENT

CURRENT STUDENTS

ACTIVITY	AIM	CONTACTS	SYSTEM / SOURCE	KEY TASKS
Ensure routine academic procedures within course operation are followed (e.g., advanced standing, course planning, alternate study plan, variation of enrolments, progression plans, study abroad, timetabling and exams)	To ensure appropriate administrative procedures are undertaken	Academic colleagues PVC Student Success ASK La Trobe College of SHE STAR team Connect Academic La Trobe International	ASK La Trobe Subject Coordinator Guide University policies	▪ Communication strategy (e.g., Course LMS) ▪ Orientation week ▪ LMS
Available academic support	To ensure students receive appropriate academic support	Learning Hubs (including Maths & Science Hub)	Learning Hub Coordinators PVC Student Success Student Feedback Surveys	▪ Student success rates ▪ SFS scores
Available student wellbeing support	To ensure students receive appropriate support relating to wellbeing	College STAR Team		▪ Student retention
Communicate opportunities for students, including activities associated with employability and careers	To inform and enable students to meet subject learning and graduate outcomes	Academic colleagues PVC Student Success ASK La Trobe College Education WIL support team	Alumni Professional bodies WIL subjects	▪ Student participation in WIL subjects and extra-curricular activities

APPENDICES

APPENDIX A: Role Description

ROLE DESCRIPTION - SUBJECT COORDINATOR

Accredited La Trobe University subjects require academic leadership and coordination by appropriately qualified academic staff to achieve high quality education and excellent academic outcomes for students. The primary focus of the subject coordinator is to ensure quality and consistency of a subject in terms of its content, delivery and assessments, and evaluation. In addition, the subject coordinator is responsible for ensuring the subject is delivered as approved by Academic Board in compliance with La Trobe policies and the Higher Education Standards Framework.

The Subject Coordinator role is key in bringing together people, knowledge and ideas in the learning and teaching cycle. The core responsibilities are the management of activities required for delivery of the subject, including monitoring the relevance and currency of the curriculum, undertaking periodic external benchmarking, and ensuring the subject achieves its academic outcomes. This role manages the subject teaching team and will foster a supportive environment for high quality teaching and provide opportunities for members of teaching teams to contribute to subject enhancement.

In collaboration with course coordinators, subject coordinators contribute to quality monitoring and review processes and are responsible for managing continuous subject-level improvements based on evidence of performance indicators.

CORE RESPONSIBILITIES

- Design and develop subject curriculum, ensuring the volume and level of learning are appropriate for the stage of study.
- Adopt discipline-specific teaching strategies across multiple locations and modes, and manage educational technologies associated with delivery.
- Develop and coordinate subject assessment and associated practices that influence, engage, motivate and inspire students. This includes validation and moderation of assessment according to La Trobe policy.
- Lead the monitoring, review and continuous improvement of the subject.
- Contribute to and maintain external accreditation requirements for the subject and undertake periodic external benchmarking.
- Monitor subject performance including retention, success and graduate outcomes by undertaking evidence-based review and take responsible action to address issues in student outcomes.
- Ensure information provided to students is clear and accurate. Respond to student inquiries related to the subject in a timely manner, referring matters where necessary to the course coordinator or professional staff in the appropriate area.
- Advise the relevant Head of Department, Course Coordinator, and/or Director of Learning and Teaching on subject management matters, as required.

EXPECTATIONS

Subject Coordinators will have demonstrated expert knowledge in the discipline, exceptional communication and organisational skills in regard to students, and proven teaching capability.

STATUTES AND ACTS

At a higher level, Higher Education in Australia is governed by number of laws and regulations, including

TEQSA Act: The Tertiary Education Quality and Standards Agency (TEQSA) is an independent statutory authority which uses the Higher Education Standards Framework (Threshold Standards) for assuring the quality of higher education.

ESOS Act: The Education Services for Overseas Students (ESOS) provide standards for how providers administer and protect international students.

CRICOS: The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is a register of Australian education providers that recruit, enrol and teach courses to international students.

Privacy Act: This Act was designed to promote the protection of individuals and provide a nationwide uniform standard.

POLICIES AND PROCEDURES

All policies and procedure relevant to the Subject Coordinator role can be found via the Policy Library

Subject Design	Course and Subject Management Policy Credit Policy University's Brand and Style Guidelines
Subject Delivery	Academic Integrity Policy Academic Integrity - Guidelines for Handling Academic Misconduct Academic Integrity – Schedule of Responses and Penalties for Academic Misconduct Academic Progress Review Policy Access to Licenced Electronic Information Resources Policy Assessment (Moderation and Integrity) Policy Assessment Procedure – Supplementary Assessment for Hurdle Requirements Special Consideration Policy Student Feedback on Subjects Policy Student Feedback on Subject – Administration Procedures The Grades of the University Policy and Schedule of Current Assessment Grades and Administrative Codes
Communications/Systems	Email for Official Correspondence with Student Policy Privacy - Health Information Policy Privacy - Personal Information Policy

APPENDIX C: Links to Systems and Resources

Please note some of the systems listed below may require approved access.

Systems	Allocate + (access via the staff intranet) Ask Services - Ask ICT (ICT & Ed Tech) & AskHR Book La Trobe – Book meeting rooms and teaching rooms CIMS – Course Information Management System Echo360 - Lecture Recordings Guides to Tools and Systems (links to systems, applications and downloads and user guides) LMS - Learning Management System LMS checklist for Subject Coordinators MyHR - Approve casual pay for demonstrators/tutors SIS – Student Information System SOMSAS - Student Outbound Mobility Subject Approval System Timetable Assist (access via the staff intranet) Web Room Bookings and Equipment
Course and Subject Design and Delivery	ACM - Annual Course Monitoring intranet page ACM Forms and Resources (guides for Course Coordinators) ACM - Annual Course Monitoring Update and Upload Guide CRR - Comprehensive Course Review and Reapproval intranet page Census date Course and Subject Management intranet page Course Register – Course Information System Learning Access Plans Special Consideration Request Form (included submitting a request process) Special Consideration website Student Feedback on Subjects Surveys – PIPU University Student Surveys
Course Information	Course Register – Course Information system CIMS – Course Information Management System Find a Course Handbook
Support Services and Programs	ASK La Trobe Latrobe.edu.au/Students page Counselling Equity and Diversity **HR Mentoring** Quality and Standards Peer Learning Advisors Achieve@Uni Learning Access Plans Quick Guide to Student Supports & Services (Special Consideration process)
Resources	ASSC College ASSC Course Management Advisors Connect Academic - assist with ASK La Trobe student enquiries SHE Academic Quality & Standards Team SHE Course Management Advisors SHE College Timetable team