COURSE REVIEW

TYPICAL CALENDAR OF EVENTS

In the following example, the timelines give an indication of the likely duration of each stage of the review. Reviews may be scheduled at any time during the year, however scheduling the review during the semester is encouraged to allow student input.

In some cases, including relatively small courses, the visit schedule outlined here may be shorter, if a prior review of documentation suggests that this is appropriate. In these cases, it remains important to ensure there is adequate discussion with all relevant stakeholders.

<table>
<thead>
<tr>
<th>STAGE ONE: INITIATION AND SELF REVIEW</th>
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<td>Month one</td>
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<td>Month one - two</td>
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<td>Month two - three</td>
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<td>Month four</td>
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<th>STAGE TWO: COURSE REVIEW PANEL VISIT</th>
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<td>Month five</td>
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Day 0
7.00pm Initiate review panel meeting and working dinner

Day 1
8.30-9.00am Meet with Dean
9.00-9.30am Meet with head of academic area and course coordinator
9.30-10.30am Meet with year coordinators, sequence coordinators and external contributing faculties as appropriate
10.30-11.00am Morning tea
   Review documents and progress
11.00-12.30pm Tour of facilities
12.30-2.00pm Working lunch
   Review of documentation and progress
2.00-2.30pm Meet with group of students
2.30-4.30pm Meet with selected course related committees (eg education committee, course advisory committee, evaluation committee, staff student liaison committee)
4.30-5.30pm Meet with alumni/industry partners/employers/funders and collaborators
5.30-6.00pm Review of day, plan for next day

Day 2
8.30-9.30am Meet with a group of teaching staff
9.30-10.30am Meeting with a group of administrative, technical and support staff
10.30-11.00am Morning tea
   Review documents and progress
11.00-12.00pm Meeting with group of research staff (if appropriate)
12.00-12.30pm Interviews requested by staff and students etc
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<tr>
<th>Time</th>
<th>Activity</th>
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| 12.30-2.00pm | Working Lunch  
               | Review of documents, formulate recommendations                                                                                       |
| 2.00-2.30pm  | Recall or additional meetings as requested by panel                                                                                        |
| 2.30-4.00pm  | Preparation of preliminary findings and draft report                                                                                     |
| 4.00-4.30pm  | Presentation of preliminary findings                                                                                                     |
| 4.30-5.00pm  | Close of review                                                                                                                          |

**STAGE THREE: POST REVIEW IMPLEMENTATION**

**Month seven**  
Review report received from chair of review panel.

**Month eight**  
On receiving the review report, the Dean in consultation with the Associate Dean (Education), course coordinator and course management committee:

- reviews the panel’s recommendations and their assigned priorities;
- reports major issues or findings to other relevant committees;
- develops an action plan (and if necessary modifies the faculty operational plan);
- if recommended by the review panel, submits the course for re-approval to faculty board;
- oversees implementation of the action plan, in particular any recommendations whose implementation is considered necessary prior to re-approval.

**Month nine**

**Ongoing**

The review secretary must lodge with OPQ within two weeks of development of the action plan, the review report and action plan for uploading to the Course Review database.

The Dean or Head of the Academic area has ongoing consultation with relevant members of the Senior Management Team and the Pro Vice-Chancellor (Planning and Quality) concerning implementation of the plan.

The Associate Dean (Education) and Associate Dean (Research) provide reports on implementation of the action plan to the Education Committee and Monash Research Committee, respectively.

**12 months after report lodged with OPQ**

Twelve months following the review, the Dean or Head of the area must provide a report on the implementation of the review to the Pro Vice-Chancellor (Planning and Quality), and the review secretary must lodge the follow-up report with OPQ for uploading to the Course Review database.

A final report based on outcomes must be sent to OPQ once all implementations have been actioned.

The relevant Faculty Board must also send to OPQ documentation that the course has been re-approved.