



**EXCELSIA  
COLLEGE**  
Sydney - Australia

**Document Name**

**COURSE MANAGEMENT AND COORDINATION SYSTEM**

**Document Number**

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## Purpose

The central purpose of the College's Course Management and Coordination System (CMCS) is to provide a common framework for understanding and adhering to the organisational structures, processes, objectives, and requirements that ensure proper governance of the College's courses. While recognising diversity in modes of learning, teaching and course delivery the CMCS, nevertheless, makes clear to students and staff the common:

- (a) procedures that bear upon the operation of academic courses at the College, and
- (b) information that both students and staff require in order to maximise the learning value of any given course.

In a more general sense, this CMCS reflects fundamental principles of sound course management that support the interests of students, staff and the College as a whole. The CMCS complies with TEQSA's standards for course management, and is schematically outlined in the Table below.

## Abbreviations

CAO	=	Chief Academic Officer
HOS	=	Head of School
AHOS	=	Associate Head of School (or equivalent)
UC	=	Unit Coordinator (or equivalent)
LT	=	Lecturer/Tutor
MC	=	Moderation Committee
WILC	=	Work Integrated Learning Coordinator (or equivalent)
AA	=	Administrative Assistant (of equivalent)
LTC	=	Learning and Teaching Committee
DQ	=	Director of Quality

Activity (What)	Trigger	Who	When	Data / Evidence / Materials	Report to	Action coordinated by	Monitoring Responses by	Closing the Loop with
Coordinating Course Delivery	Any time Course is in operation	HOS (or Delegate)	Ongoing	<ul style="list-style-type: none"> <li>• Student Feedback</li> <li>• Student Grievances</li> <li>• Student Assessment</li> <li>• Marks and Grade Distributions</li> <li>• Attendance / Online Student Access Statistics</li> <li>• Help Desk Enquiries</li> </ul>	CAO	HOS	CAO	<ul style="list-style-type: none"> <li>• Students</li> <li>• Academic Staff</li> </ul>
Updating Course Materials	<ul style="list-style-type: none"> <li>• Each time course units are offered</li> <li>• Course Reaccreditations</li> </ul>	<ul style="list-style-type: none"> <li>• HOS (or Delegate)</li> <li>• UC</li> <li>• LT</li> </ul>	<ul style="list-style-type: none"> <li>• Annually</li> <li>• (Minor Changes)</li> <li>• Every 5 Years (Major Changes)</li> </ul>	<ul style="list-style-type: none"> <li>• Student Feedback</li> <li>• Staff Feedback</li> <li>• Stakeholder Feedback</li> <li>• Formal and Informal Course / Unit Reviews</li> <li>• Changing Industry and Accreditation Standards</li> <li>• LMS Upgrades and Reconfigurations</li> <li>• Benchmarking against other provider Unit Outlines</li> </ul>	<ul style="list-style-type: none"> <li>• HOS (Minor Changes)</li> <li>• Academic Board (Major Changes)</li> </ul>	HOS/AHOS (or Delegate)	<ul style="list-style-type: none"> <li>• HOS</li> <li>• CAO</li> </ul>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Academic Staff</li> </ul>
Updating Course Resources / Readings	<ul style="list-style-type: none"> <li>• Each time course units are offered</li> <li>• Course Reaccreditations</li> </ul>	<ul style="list-style-type: none"> <li>• HOS (or Delegate)</li> <li>• UC</li> <li>• LT</li> </ul>	<ul style="list-style-type: none"> <li>• Annually (Minor Changes)</li> <li>• Every 5 Years (Major Changes)</li> </ul>	<ul style="list-style-type: none"> <li>• Student Feedback</li> <li>• Staff Feedback</li> <li>• Unit Content Changes</li> <li>• New Editions of Readings</li> <li>• New Technology Releases</li> <li>• Sweep of Linkages in online materials</li> </ul>	<ul style="list-style-type: none"> <li>• HOS (Minor Changes)</li> <li>• Academic Board (Major Changes)</li> </ul>	HOS/AHOS (or Delegate)	<ul style="list-style-type: none"> <li>• HOS</li> <li>• CAO</li> </ul>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Academic Staff</li> </ul>
Coordinating Course Introduction and Workshops	New Intake of Students	<ul style="list-style-type: none"> <li>• HOS</li> <li>• AHOS</li> <li>• WILC (or Delegate)</li> </ul>	Semesterly or Annually	<ul style="list-style-type: none"> <li>• Industry, Alumni and Stakeholder Feedback on critical emerging trends in employment</li> <li>• Student feedback on previous Introductions and Workshops</li> <li>• Internal staff reviews</li> <li>• Benchmarking against other provider Orientations and Introductions</li> </ul>	<ul style="list-style-type: none"> <li>• HOS</li> <li>• CAO</li> </ul>	HOS	<ul style="list-style-type: none"> <li>• HOS</li> <li>• CAO</li> </ul>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Alumni Stakeholders / Industry</li> </ul>

Activity (What)	Trigger	Who	When	Data / Evidence / Materials	Report to	Action coordinated by	Monitoring Responses by	Closing the Loop with
Improving and Supporting Student Learning	<ul style="list-style-type: none"> <li>Receipt of Formal or Informal Feedback</li> <li>Regular Cyclical Reviews</li> <li>Course Reaccreditations</li> </ul>	<ul style="list-style-type: none"> <li>HOS</li> <li>AHOS</li> <li>WILC</li> <li>LT</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>Expected Student Learning at Course and Unit Level</li> <li>Graduate Attributes articulated across Courses and Units</li> <li>Student Feedback on Quality of Learning and Instruction</li> <li>Student Assessment Data</li> <li>Exemplars of completed Assessment Tasks</li> <li>Attendance and Online Usage Statistics</li> </ul>	<ul style="list-style-type: none"> <li>HOS</li> <li>CAO</li> </ul>	HOS	<ul style="list-style-type: none"> <li>HOS</li> <li>CAO</li> </ul>	<ul style="list-style-type: none"> <li>Students</li> <li>Alumni Stakeholders / Industry</li> </ul>
Ensuring Moderation of Assessment To Ensure Appropriateness and Consistency of Assessment	End of Semester Grades	<ul style="list-style-type: none"> <li>HOS</li> <li>CAO</li> <li>Registrar</li> </ul>	End of each Semester	<ul style="list-style-type: none"> <li>Marking Raw Data</li> <li>School Moderation Processes</li> <li>Moderation Meeting Minutes</li> <li>Marking and Grade Distributions</li> <li>Statistical Comparison of Within- and Between-School Data</li> <li>External Benchmark Data on Grade Distributions</li> </ul>	<ul style="list-style-type: none"> <li>CAO</li> <li>MC</li> <li>LTC</li> </ul>	<ul style="list-style-type: none"> <li>HOS</li> <li>Registrar</li> <li>Program Director (for analyses of results)</li> </ul>	Academic Board	<ul style="list-style-type: none"> <li>Students</li> <li>LTC</li> <li>CAO</li> </ul>
Collating Results	Finalised End of Semester Marks and Grades	<ul style="list-style-type: none"> <li>Registrar</li> <li>Program Director</li> <li>CAO</li> </ul>	End of each Semester	<ul style="list-style-type: none"> <li>Mark and Grade Reports by Unit, School, Cohort, Level (Undergraduate / Postgraduate) and College as a whole</li> <li>Moderation Reports and related statistical analyses</li> </ul>	<ul style="list-style-type: none"> <li>MC</li> <li>CAO</li> </ul>	Program Director	CAO	Heads of Schools
Ensuring Moderation of Results	Finalised End of Semester Marks and Grades	<ul style="list-style-type: none"> <li>CAO</li> <li>MC</li> </ul>	End of each Semester	<ul style="list-style-type: none"> <li>Moderation Meetings and Formal Minutes</li> <li>Moderation Report to LTC and Academic Board</li> </ul>	Academic Board	Program Director	CAO	Heads of Schools

Activity (What)	Trigger	Who	When	Data / Evidence / Materials	Report to	Action coordinated by	Monitoring Responses by	Closing the Loop with
Coordinating Review and Improvement Processes	<ul style="list-style-type: none"> <li>• Receipt of Formal or Informal Feedback</li> <li>• Regular Cyclical Reviews</li> <li>• Course Reaccreditations</li> </ul>	<ul style="list-style-type: none"> <li>• HOS</li> <li>• CAO</li> <li>• Director of Quality</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Student Feedback Reports</li> <li>• HOS Reports to LTC on Course / Unit Improvement Processes</li> <li>• Major Course/Unit changes reported in the context of Course Reaccreditations</li> <li>• Major Changes approved by Academic Board (Academic Board Minutes)</li> <li>• Academic Staff Performance Reviews (Permanent and Sessional)</li> </ul>	<ul style="list-style-type: none"> <li>• CAO</li> <li>• Academic Board</li> </ul>	HOS	<ul style="list-style-type: none"> <li>• HOS</li> <li>• CAO</li> </ul>	Academic Board
Supervising and Coordinating Teaching Staff	Each Time Staff are Employed, Re-employed, Re-deployed, Promoted, Suspended, and/or Terminated	<ul style="list-style-type: none"> <li>• HOS</li> <li>• AHOS</li> <li>• WILC</li> <li>• UC</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Staff Contracts and Appointment Processes</li> <li>• Staff Orientations and Inductions</li> <li>• Staff Briefings and Associated Materials (Each Semester)</li> <li>• Staff Performance Reviews</li> <li>• Staff Exit Interviews</li> </ul>	<ul style="list-style-type: none"> <li>• CAO</li> <li>• Director, People and Culture</li> </ul>	HOS	<ul style="list-style-type: none"> <li>• CAO</li> <li>• Director, People and Culture</li> </ul>	Academic Staff