



Program & Subject Development, Review and Amendment Policy and Procedure

Program & Subject Development, Review and Amendment Policy and Procedure

Modification history

Date	Modification	Person responsible
28/11/11	Addition of section to meet CAP conditions	Dr Ian Whyte
27/6/2012	Changes to Program Review procedure	Dr Ian Whyte
6/11/2012	Addition of the Changes to the Policy section which requires AB approval	Dr Ian Whyte & Gerald Lipman
9/2/2016	Title and role update	Dr George Brown
16/11/2017	Changes made to reflect establishment of Teaching and Learning Committee	Approved by 16/11/17 Academic Board
25/11/19	Revisions to accommodate recommendations from an External Governance Review – clarification of program vs subject review processes	Approved by Academic Board 10/12/19

Definitions

AQF – Australian Qualifications Framework

Program – A qualification comprised of a number of units. Also known as a course.

TLO – Threshold Learning Outcomes

Subject – An individual unit of study which is contained within a program

SLO – Subject learning outcome

CLO – Course learning outcome

Preamble

Quality assurance in program & subject development, delivery and review, and the continuous improvement of ICHM's individual subjects and programs is fundamental to ICHM meeting its registration and accreditation responsibilities under the Higher Education Standards Framework (Threshold Standards) 2015. They are also fundamental to ICHM achieving its mission.

Overall program & individual subject quality is achieved through a comprehensive system of design, evaluation and review, incorporating advice and feedback from students, staff and external stakeholders. ICHM's system of review ensures that its qualifications are contemporary and comprehensive.

ICHM delivers a limited number of programs focused on preparing students for careers in the hospitality industry.

Program & Subject Development

Policy

ICHM will develop academic programs and additional subjects that fit within its strategic directions and capacities.

Procedure

Initial concepts for new programs and new subjects will be discussed with the Principal and Chief Executive.

If initial concepts are supported a more detailed proposal will be prepared and include:

- Rationale
- Evidence of preliminary consultation with stakeholders including staff, industry and alumni.
- Program structure, content and outcomes (where applicable)
- Subject content and learning outcomes (where applicable)
- Staffing and resources implications
- Business case
- Timelines for development, accreditation (where applicable) and implementation

The proposal for new programs will be approved by the ICHM Executive Team before being submitted to the Academic Board and where required to the Swiss Hotel Association for approval.

The proposal for new subjects will be approved by the ICHM Executive Team before submission to the Academic Board for final approval and implementation. The section 'Subject and Program Amendments' of this policy must be observed.

The new program proposal will be submitted to the College Council for their endorsement.

Following approval ICHM will prepare the required accreditation documentation for submission to TEQSA.

Program Review

Policy

ICHM will conduct a program review at least once during the accreditation cycle of a qualification. A program review is a rigorous process which comprises of an "all of course" approach. A program review is convened by the Principal and encompasses the following:

- Benchmarking of overall course structure with other comparable programs – This process ensures that the program under review remains comparable and competitive with similar programs of study. The benchmarking of structure will also include admission standards;
- Review of Course Level Outcomes (CLOs). This overall process ensures that the initial CLOs for a qualification are still being met in accordance with the initial approved curriculum;
- Review of alignment with the ICHM Graduate Qualities – This process ensures that the Graduate Qualities align with CLO's and are still being adhered to;
- Review of Year level outcomes. This process involves the review of the overall outcomes for each year level of a course to ensure the relevant AQF and TLO requirements are still being met;
- Review of exit qualification point outcomes – This process ensures that the integrity of exit point qualifications (where applicable) are still being met and the requisite AQF outcomes are being observed;
- Confirmation of Subject Learning Outcomes (SLO's) – As part of the program review process, individual Lecturers will confirm the currency and relevant of SLOs in accordance with the Subject Review process (see below);
- Spread of past results for subjects within the program over the past 3 years;
- Modes of delivery;

- Assessment methods utilised within subjects and appropriateness across the years of the program (e.g. amount of group work and examinations);
- Any risks to quality identified by the review group

Procedure

All academic staff will be involved in Program Reviews. Academic staff are expected to provide reports on emerging trends and issues which warrant updates to their subject within the program under review. These reviews will generally occur over a period of at least two days, with seminars being conducted to address the above requirements. When deemed appropriate by the Principal and Chief Executive the Swiss Hotel Association will be included in program reviews. The SHA Education Standards must be incorporated as part of these full program reviews.

Review outcomes

Any proposed changes to a program arising from the above review process must be approved by the Academic Committee and will be discussed with the Chair of the Teaching and Learning Committee. The Principal will assess proposed updates (if any) and determine the appropriate actions (see Curriculum Amendments) to seek approval of the proposed changes.

The Principal will report on all formal review outcomes to the Academic Board and the Academic Board shall approve any amendments in accordance with Program Amendments below.

Subject Review

Policy

ICHM will maintain the quality and continuous improvement of each subject within each program through a system of internal and external review and benchmarking against best practice.

ICHM will identify and implement processes to ensure that internal and external individuals and groups involved in review and providing feedback are informed of the outcomes and changes resulting from their review and feedback.

To assist in coordinating the subject reviews the ICHM Program Coordinators will have oversight of individual Discipline Streams. Under each Discipline Stream, the Program Coordinator is responsible for:

- Ensuring on-going review of subjects and the streams' academic contribution to the overall program.
- Ensuring academic coherence and that subject content is progressively developed to a higher level over the duration of the program.
- Developing an environment where scholarship has a high priority.
- Mentoring new lecturing staff and/or staff who have not completed qualifications at the desired level.
- Ensuring validation and moderation of assessment.
- Identifying and encouraging professional development opportunities.

Procedure

The Program Director Academic in conjunction with the Program Coordinators, will develop a 3 -year Subject Review and Update Plan. This plan is a schedule (classified by discipline) which determines the year and semester within which a subject will undergo a comprehensive Subject Review. The plan is approved by the Academic Board.

Subject reviews are conducted by a discipline lead lecturer and overseen by a Program Coordinator. The subject reviews will incorporate the following as part of the review team:

- A GIAC member
- An industry expert
- An academic expert
- A current student enrolled or who has recently completed the subject under review
- A recent alumnus who has completed the subject within the last two years

Subject reviews will address the following:

- Review of Subject Learning Outcomes (SLOs) to ensure currency and continued alignment with Course Learning Outcomes (CLOs)
- Review of assessment strategies, including but not limited to, currency, weighting and rigour of assessment points to ensure alignment with the AQF and TLO requirements
- Review of information from the following sources:
 - External benchmarking partners and competitor analysis
 - Internal Subject survey results as outlined in the Stakeholder Survey Policy
 - Student Representative Council subject feedback (where applicable)

- End of Subject Reports
- Study Guide, Learner Guide and assessment exemplars
- Prescribed text (where applicable)

Review outcomes

Any proposed changes to subjects arising from the above review methods/procedures must be approved by the Academic Committee and presented by the Principal to the Academic Board for approval.

The Program Director Academic will report annually on the status of formal subject reviews to the Academic Board.

Subject & Program Amendments

Policy

Proposed amendments to programs and subjects will be submitted by ICHM to the relevant body for approval.

Procedure

Mandated procedure for specific major amendments

Under the conditions of accreditation ICHM must seek approval from TEQSA before introducing major amendments to a program during the period of accreditation. Major changes include:

- major alterations to teaching premises;
- changes to delivery location by moving to a new site, adding an additional site (including any offshore sites) or withdrawing from an existing site;
- changes to the mode of delivery of a course, such as from face-to-face to distance education or on-line;
- withdrawal of professional or industry course accreditation;
- significant substitution of new core subjects or significant deletion of core subjects in a course (such as that comprising more than 25% of the total number of subjects in the course);
- any changes to the title of a course; and/or
- significant reduction in student contact hours in a course.

The above major amendments must be approved by the Academic Board before submission to TEQSA.

Major amendments

In addition to the above major amendments, the following major amendments must be submitted to the Academic Board for approval:

- Change of admission requirements
- Addition of new core subjects*
- Withdrawal of core subjects*
- Addition of new elective subjects
- Change of learning outcomes for a subject
- Change of assessment for a subject
- Modification of prerequisites and co-requisites

* not exceeding 25% of the total number of subjects in the program

Minor amendments

The minor changes listed below must be submitted to the Academic Committee for approval.

The Chair of the Academic Committee will submit approved minor amendments to the Principal for approval.

The final decision on the amendment is the responsibility of the Principal.

The Principal will present an annual report on minor amendments to the Academic Board.

Minor amendments include:

- Change of prescribed and recommendations readings

Development of subject materials

Policy

ICHM will ensure that subject materials

- Include current and emerging theory, models, concepts and research.
- Include current and emerging industry practice and the latest technology.
- Include a mixture of theory/models, industry examples and learning activities.
- Ensure the guides cover student learning outcomes, indicative content and assessment as specified in the Subject Statements.
- Ensure the delivery structure and content allows for effective transfer of knowledge and skills.
- Include contemporary adult learning principles.
- Include a range of delivery methods/options for different learning styles.
- Provide opportunities for participants to reflect on their experience and learning.
- Ensure appropriate linkages are made to ICHM Graduate Qualities, Course Learning Outcomes, Subject Learning outcomes and Threshold Learning Outcomes.

Procedure

ICHM will develop and use templates for the development of Learner and Lecturer Guides.

ICHM will develop Quality Criteria to be used in the development and update of Learner and Lecturer Guides.

ICHM will include the review of Learner and Lecturer Guides in the external review of degree subjects.

Program Coordinators will ensure that Learner and Lecturer Guides for their Discipline Stream subjects are reviewed by Lecturers on an annual basis.

The ICHM Principal or delegate will report on these procedures annually to the Academic Board.

Changes to the policy

The Academic Board must approve any change to this Program and Subject Development, Review and Amendment Policy and Procedure.