

## UNIT CHANGES POLICY: CCSC; EDUCATION

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<b>Responsible officer</b>	Vice-Principal (Academic)		
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<b>Compliance References</b>	HES_3.1; 5.3		
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### 1. PURPOSE

To specify the approval pathway for changes to units.

### 2. DEFINITIONS

<b>Key Term or Acronym</b>	<b>Definition</b>
Academic Board	The Morling College Academic Board
CCSC	The faculty of Counselling, Chaplaincy and Spiritual Care, includes Professional Supervision
MC	Morling College

### 3. SCOPE

This policy applies to units taught in course in the faculties of Education and CCSC at Morling College.

### 4. POLICY STATEMENT

- 4.1 The Morling College (MC) Academic Board exercises academic governance over units taught in the faculties of Education and CCSC through approval processes that are variously overseen by unit coordinators, faculty deans and the Academic Board. The approval level is determined by the magnitude and significance of the change, according to the Approval Pathways below.

- 4.2 The approval processes under this policy are designed to establish efficient processes for the continuous improvement in the content, delivery, resources and assessment of units, whilst maintaining the integrity and quality of the awards within which they are taught.
- 4.3 Records of all changes approved by faculty deans and unit coordinators are maintained by the Department/Faculty and, where required in the Approval Pathways below, reported to the Academic Board. Several changes together may constitute change which needs to be approved at a higher level. The emphasis at all times is on full disclosure of changes.
- 4.4 Where a unit change will lead to a significant change to the course (e.g. a notable reduction in course duration or the introduction of new majors or specialisation) the Academic Dean will notify TEQSA of this change in accordance with the *TEQSA Material Change Notification Policy*.

## 5. PRINCIPLES

### Approval Pathways

Approval by Academic Board	Approval by Faculty Dean	Approval by Unit Coordinator
<b>Unit Details</b>		
Change in unit name		
Change in unit code		
Change in credit points for a unit		
Addition or removal of prerequisites or corequisites for a unit	Temporary waiver of prerequisites or corequisites in particular circumstances or for particular students	
Change in delivery mode	Addition of supplementary delivery mode	
	Change of designated unit coordinator	
<b>Unit Outcomes and Rationale</b>		
Addition or subtraction of unit outcomes		
Substantive change in content of unit learning outcomes	Change in expression of unit learning outcomes and/or addition of sub-point to existing unit outcome	
<b>Unit Content and Delivery</b>		
	Addition or deletion of topics in week-by-week schedule (or equivalent), with notification given to Academic Board	
Change to the relative weighting of nominal hours assigned to particular pedagogies / delivery methodologies		

Approval by Academic Board	Approval by Faculty Dean	Approval by Unit Coordinator
<b>Unit Resources</b>		
	Change of core text	Change of edition of core text
	Addition or deletion of items in reference list or required readings	Addition or deletion of recommended or supplementary readings
<b>Unit Assessment</b>		
	Change to number and/or relative weighting of assessment tasks	
	Change in the type of assessment (e.g., change from essay to exam), or authorisation of equivalent alternative assessment tasks.	
		Change to the expression of assessment tasks and/or addition of a sub-topic to an assessment task

## 6. RELATED DOCUMENTS AND LEGISLATION

TEQSA (2022), Material change notification policy, Version 5.

## 7. REFERENCES

Excelsia Major and Minor Changes to Course Unit Outlines GS-STA-01

## 8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
2.00	Academic Board	24 April 2024	24 April 2024	Policy generally reviewed. Clause 4.4 added.
1.01	Policy Coordinator	Feb 2023	Feb 2023	Header table updated to latest version, including addition of keywords. Approvals pathways table formatted.
1	Academic Board	4 December 2019	4 December 2019	New policy

*Download this policy anew with each use, as it may have changed.*