



COURSE DEVELOPMENT PROCEDURE: EDUCATION; COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

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| Approved by | Learning and Teaching Committee | | |
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| Dissemination Range | All Morling College staff | | |
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| Superseded documents | Course Development Policy V1 | | |
| Related documents | List any documents referred to in procedure | | |
| Higher Education Standard | HES_3.1; HES_5.1 | | |
| Document classification <i>Select from the drop-down menu</i> | Academic | | |

1. PURPOSE

To specify the process for developing new courses at Morling College in the Faculty of Education and the Faculty of Counselling, Chaplaincy and Spiritual Care.

2. DEFINITIONS (OPTIONAL)

| Key Term - Acronym | Definition |
|--------------------|---|
| MC | Morling College |
| IHE | Institute of Higher Education |
| AQF | Australian Qualifications Framework |
| TEQSA | Tertiary Education Quality and Standards Agency |

3. SCOPE

This policy applies to all staff developing, teaching or reviewing courses and units in the Faculty of Education, and the Faculty of Counselling, Chaplaincy and Spiritual Care.

4. PROCEDURE

4.1 Course considerations

In addition to discipline specific content and pedagogy, the following are to be considered in the course design, curriculum content, and course delivery

- integration of SASH-relevant material: Graduate outcomes: awareness of related issues and skills in supporting those who experience SASH
- integration of Christian faith and practice
- integrating Aboriginal and Torres Strait Islander material
- cross cultural and diversity considerations
- access and inclusion considerations.

4.2 Responsibilities

4.2.1 The faculty Dean is responsible for the initial proposal along with an accompanying assessment of the resources required to develop the proposal, and an initial business case.

4.2.2 The Leadership Team is responsible for assessing whether the proposed course is to proceed to development. If the development can be undertaken within existing resources, the Leadership team can authorize it to proceed to development.

If additional resources are required, it is to be referred to the MC Board for approval

4.2.3 The MC Board is responsible for committing the resources
(a) to develop an approved course
(b) to successfully run the approved course.

4.2.4 The Course Development Committee is responsible for developing the course, including a fully developed business plan for the Leadership Team and MC Board.

4.2.5 Academic Board is responsible for approving the course submission for approval, ensuring the course meets all the Higher Education Standards, and complies with the Australian Qualifications Framework, and other provider requirements.

4.4 Course Development Committee

The Course Development Committee will comprise:

- Chief Academic Office
- Dean of the relevant faculty
- at least one person who is a member of the MC Indigenous Advisory Committee
- at least one external in the relevant field of study

- at least one industry representative
- at least one casual or sessional academic who had taught within the relevant Faculty in the previous three years.
- at least one recent graduate

The Committee is responsible for preparing all the documentation required by TEQSA and developing the business case required by the Leadership Team and the MC Board.

The Committee is to seek feedback on the proposal from:

- the MC Indigenous Advisory Panel, and
- appropriate academic/s in the relevant field of study

as part of the development process.

4.5 Approval

Courses are approved by TEQSA/MC's Course approval process for award and non-award offerings.

4.6 Implementation and Review

Once the course is implemented, the course will be reviewed according to the Course and Unit Review Policy and any changes to Units will be approved according to the Unit Changes Policy

5. RELATED DOCUMENTS AND LEGISLATION

Course and Unit Review Policy: Education and CCSC

Course Development Policy: Education and CCSC

[Higher Education Standards Framework \(Threshold Standards\) 2021 \(Cth\)](#)

[The Australian Qualifications Framework](#)

Unit Changes Policy: Education and CCSC

6. VERSION HISTORY

| Version | Approved by | Approval Date | Effective Date | Changes made |
|---------|------------------------|---------------|----------------|--|
| 1.01 | Policy Coordinator | March 2023 | March 2023 | Procedure updated to the latest version, including adding keywords. |
| 1.0 | Chief Academic Officer | 20 July 2022 | 20 July 2022 | New procedure largely extracted from Course Development Policy V2 2021 |

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