Southern Cross University

Comprehensive Course Review Process

Business Information and Quality 2024

AD-HOC
Triggered by AB, PVC(AQ), or COAB

PLANNED
As part of the Course Review Schedule

Set ToR and Timeline
PVC(AQ)

Convene Review Panel
Executive Dean / College Dean endorse
and PVC(AQ) approves

**Communicate the review process and
timelines to Faculty staff, ASQC, APO**
BIQ

Commence the Review
BIQ

Create Course Summary Report
Course Coordinator

Create Course Review Submission
Executive Dean / College Dean

Send Course Review Submission to BIQ
Executive Dean / College Dean

**Collate all review documents into the
Course Review Submission**
BIQ

**Send Course Review Submission to
Chair of the Review Panel**
BIQ
At least 4 weeks prior to Review Interviews

**Review Panel Site Visit/Interviews
(optional)**
Review Panel

Submit Course Review Report to BIQ
Review Panel
Within 4 weeks of the Review Interviews

**Review & collate Report Documents
and send to PVC(AQ)**
BIQ

Create the Management Response
PVC(AQ), Executive Dean/College Dean

**Distribute the Review Report and
Response**
PVC(AQ)

Distribute the Review response ONLY

Executive Dean/Dean
Associate Dean (Education)

Accreditation Committee

VC

Academic Board

Approve reaccreditation

Approve reaccreditation,
with conditions

Decides to not renew
accreditation

*Within 12 weeks of the
decision to reaccredit
the course*

Create Implementation Plan
PVC (AQ), Executive Dean / College Dean

**Course Removal Process
Commences**
Associate Dean (Education)

**Monitor and Report on Implementation
Plan to relevant Boards**
Executive Dean / College Dean

*Within 12 months of the
Course Review Report,*

Faculty Board

Accreditation Committee

Academic Board

**END
Course Review Process**