



UNIT CHANGES POLICY:

EDUCATION; COUNSELLING, CHAPLAINCY AND SPIRITUAL CARE

Responsible officer	Chief Academic Officer	
Contact	Policy Coordinator, policy@morling.edu.au	
Approved by	Academic Board	
Responsible body	Academic Board	
Approval date	4 December 2019	
Effective date	4 December 2019	
Review date	December 2022	
Superseded documents	None	
Related documents	Nil	
Policy classification <i>Select a General OR an Academic option</i>	General	Academic Academic Governance

1. PURPOSE

To specify the approval pathway for changes to units.

2. SCOPE

This policy applies to units taught in course in the Faculty of Education and the Faculty of Counselling, Chaplaincy and Spiritual Care.

3. POLICY STATEMENT

Morling College's Academic Board exercises academic governance over units taught in the Faculty of Education and the Faculty of Counselling, Chaplaincy and Spiritual Care 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.

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.

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. APPROVAL PATHWAYS

Approval by Academic Board	Approval by Dean of Faculty	Approval by Unit Coordinator
Unit Details		
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	
Unit Outcomes and Rationale		
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	
Unit Content and Delivery		
	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		
Unit Resources		
	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
Unit Assessment		
	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

5. RELATED DOCUMENTS AND LEGISLATION

TEQSA (2017), Material change notification policy, Version 3.5.

6. REFERENCES

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

7. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Academic Board	4 December 2019	4 December 2019	New policy

Always **download** this policy anew from the Policies folder on the Morling share drive Policies/Staff Policies, as it may have changed