

**Approved Faculty Course and Unit Developments  
Biannual Report to the Education Committee**

Faculties are required to report biannually on the establishment, amendment and disestablishment of courses and units to the Education Committee for information and central record keeping. Faculties are also required to report on courses re-approved by Faculty Boards following course reviews, and on units that meet certain criteria: units identified as needing critical attention after more than one offering; units with an enrolment of less than 15 individuals after more than one offering; and clean-up of units that have expired for more than one year.

All new courses and course amendments falling within the six defined categories of University-level strategic significance, require endorsement by the Deputy Vice-Chancellor (Education) (or nominee). Information about the course approval process is available from: <http://www.opq.monash.edu.au/epp/course/index.html>

Faculties are responsible for the approval of establishing, amending and/or disestablishing coursework units.

Note: Faculties will not necessarily need to complete all of the boxes or tables below for a particular report. Please delete any of the tables that are not required.

**FACULTY:**

**DATE OF REPORT:**

<b>New Courses Established</b>
<p>For each new course that has been approved by the Faculty, please provide <b>summary</b> particulars under the points below (Entries for the fields below are restricted to four lines). In addition, please attach a course map or flow chart, relevant to the section "Brief Description of Structure", for each new course.</p>
<p>Please copy and duplicate this table for each new course that has been established.</p>
<p>Course Title:            First Semester of Offering:            Brief Description of the Course:            Managing Faculty:            Teaching Faculty:            Brief Description of Structure (including total credit points, standard length etc.):  <i>Please also attach a course map or flow chart under this section.</i>            Mode of Offering (including on-campus and/or off campus):            Location(s) of Offering (including Monash campus(es) and other locations):  <u>Six defined categories of university-level significance (where applicable):</u></p> <ol style="list-style-type: none"> <li>1. cross-faculty ventures, or any courses that may impact on other faculties;</li> <li>2. cross-institutional ventures or those involving other external partners;</li> <li>3. courses that are to be offered outside Australia;</li> <li>4. courses involving a new form of University award not currently conferred by Monash;</li> <li>5. courses that may have a major impact on a particular campus, and;</li> <li>6. course structures different from those usually applying for the type of award.</li> </ol>

**Courses Re-approved by Faculty Board following Course Review**

Please extend or delete rows in the table below as required.

<b>Course Title</b>	<b>Managing and Teaching Faculty</b>	<b>Faculty Board meeting number</b>	<b>Date of re-approval</b>

**Course Amendments**

For major and minor amendments definitions, please refer to the 'Definitions' section in the Establishing, Disestablishing and Amending Coursework Courses and Units Policy: <http://www.policy.monash.edu/policy-bank/academic/education/development/establish-disestablish-amend-coursework-courses-units-policy.html>

Please extend or delete rows in the table below as required.

<b>Course Title</b>	<b>Managing and Teaching Faculty</b>	<b>Brief Description of nature of Change(s) (Major or Minor)</b>	<b>Category of University-Level Significance (where applicable)</b>	<b>Amendment recommended by course review? (yes or no)</b>	<b>Date Change Effective</b>

**Courses Disestablished And Courses With No Further Intake**

Please distinguish between courses for which intake has ceased intake and those that have been disestablished.  
A course may be formally disestablished when there are no students enrolled in the course.

Please extend or delete rows in the table below as required.

Course Title	Managing and Teaching Faculty	Disestablished <u>or</u> Ceased	Campus(es) Affected	Other Faculties / Institutions / Partners Affected (if applicable)	Tagged Award Titles Stemming from this Course (where applicable)	Disestablishment recommended by course review? (yes or no)	Date of Disestablishment or Cessation
<b>Total:</b>							

**New Units Established**

Please extend or delete rows in the table below as required.

Unit Title	Level	<a href="#">Narrow or Detailed Field of Education</a>	Course Links	Credit Points	First Semester of Offering
<b>Total:</b>					

<b>Unit Amendments</b>
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Please extend or delete rows in the table as required.

Unit Code and Title	<a href="#"><u>Narrow or Detailed Field of Education</u></a>	Brief Description of Nature of Change(s) (eg. title, year level, location, mode, assessment etc.)	Other Faculties / Institutions / Partners Affected (where applicable)	Date Change(s) Effective
<b>Total:</b>				

<b>Units Disestablished</b>
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For the purposes of reporting under this proforma, please report only those units that have been disestablished.  
A unit may be formally disestablished when there are no students enrolled in the unit.

Please extend or delete rows in table below as required.

Unit Code and Title	<a href="#"><u>Narrow or Detailed Field of Education</u></a>	Other Faculties / Institutions / Partners Affected (where applicable)	Date of Disestablishment	Reason for disestablishment
<b>Total:</b>				

<b>Units tagged with a flag of expired that will not be offered again</b>	
Please list units that have an expiry date of more than one calendar year at the time of review	
Please extend or delete rows in table below as required.	
<b>Unit Code and Title</b>	
<b>Total:</b>	

<b>Units in Need of Critical Attention that were retained (that is, achieving less than 3 on the “overall satisfaction” question in unit evaluations after more than one offering)</b>	
Please list units identified as in need of critical attention after more than one offering	
Please extend or delete rows in table below as required.	
<b>Unit Code and Title</b>	<b>Please provide a justification for the retention</b>
<b>Total:</b>	

<b>Units with Enrolments of less than 15 individuals after more than one offering that were retained</b>	
Please list units identified with enrolments < 15 individuals after more than one offering	
Please extend or delete rows in table below as required.	
<b>Unit Code and Title</b>	<b>Please provide a justification for the retention</b>

<b>Total:</b>	