

COURSE/MAJOR COORDINATION – ROLE STATEMENT

Course/Major Coordination requires leadership to build a course/major team to develop, implement and review an award course to ensure its quality and financial viability for the School/Faculty. A named coordinator for each course and major is required for administrative purposes.

Responsibilities

Course/major Coordination may be carried out by a single person, or through the efforts of several people depending upon School and Faculty structures. The Head of School will determine how the tasks of course coordination is best allocated. A course/major coordinator, in consultation with the Head of School and other relevant stakeholders will generally be expected to ensure the following:

Course/Major Leadership

1. Provide leadership in course/major development, curriculum design, development, implementation, and evaluation
2. Provide leadership at a course level for implementation of Curtin's teaching and learning priorities, such as first year experience, work-integrated learning, improving graduate employability, international/intercultural/Indigenous perspectives, and interdisciplinary experiences
3. Support the implementation of the University, the Faculty, and the School's plan in relation to teaching and learning
4. Promote and support innovative and effective teaching and learning practices in delivery of the course
5. Ensure there is a current curriculum map
6. Create a teaching and learning environment which supports student progress and achievement
7. Liaise with other Schools and relevant faculties on course development and review in conjunction with the Dean Teaching and Learning
8. Contribute to School and Faculty meetings as required

Quality Enhancement

1. Manage course quality and continuous improvement processes (through Annual and Comprehensive Course Review), and professional accreditation
2. Maintain records of changes made to course/major structure in accordance with the course approvals process
3. Recommend to the Faculty Teaching and Learning Committee, through the School representative, study areas/units to be offered in the course/major
4. Determine appropriate course/major study plans and recognition of prior learning and register these with Faculty Student Services Office
5. Ensure processes are implemented, reviewed and maintained to:
 - i) Provide appropriate information on the course/major
 - ii) Monitor assessment standards across the course/major to ensure these align with the unit and course/major learning outcomes
 - iii) Make recommendations regarding student status at Board of Examiners
 - iv) Provide students with notification of supplementary and deferred assessments where applicable
 - v) Provide Board of Examiners with a summary of student status and outcomes of assessments
 - vi) Identify award winners
 - vii) Record approved course/major changes for reference in the course development and approval process

- viii) Provide timely and effective feedback to students in relation to student evaluation of units and teaching in the course/major
- ix) Monitor and analyse commencing student retention rates***
- x) Monitor and analyse unit performance including pass rates, supplementary and deferred assessment rates, and failure rates
- xi) Identify and analyse reasons for student withdrawal

Marketing

1. Promote the course/major through presentations, promotional material and events
2. Ensure staff advising prospective students are provided with accurate information
3. Ensure Handbook entries are current

Student Management

1. Work with relevant professional staff in the day-to-day management of course/major matters such as advanced standing, enrolment, leave of absence, withdrawal, graduation and timetabling issues
2. Provide academic advice on course/major related issues
3. Counsel students whose status is conditional or terminated
4. Provide course/major information which outlines course/major map, learning outcomes, assessment methods and marking criteria and course/major procedures
5. Ensure equity and diversity requirements and requests are implemented
6. Assist in the management of plagiarism where appropriate
7. Contribute to the student Orientation program for the course/major
8. Provide advice to the Head of School on student appeals against assessment

Course/Major Teaching Team Management

1. Advise the Head of School regarding staff requirements for the course/major
2. Engage and coordinate sessional staff
3. Assist with the induction and support of academic and sessional staff in the teaching team
4. Manage and where appropriate, approve other relevant academic matters including alternate arrangements for assessment, variations to enrolments and provision of support for students with special needs
5. Provide advice and support to staff in the prevention, detection and management of plagiarism
6. Consult with the Dean Teaching and Learning in negotiating with relevant Heads of Schools, centre directors and other faculties regarding teaching, cross faculty teaching, service teaching and other relevant course/major issues
7. Develop a collaborative course/major team environment within the School

External Relationship Management

1. Liaise with relevant professional, industry and community bodies to promote the work of the School, Faculty and University
2. Represent the course/major at meetings of the Faculty/School Advisory Board and provide relevant documentation as required