

COURSE SUGGESTION PROCEDURE



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1 PURPOSE

- 1.1 CQUniversity is committed to identifying and establishing vocational education and training (VET) or degree courses in areas that will add strength of the community and its economic viability.
- 1.2 This procedure outlines the process for community members to suggest a new VET or degree course for CQUniversity to consider.

2 SCOPE

- 2.1 This procedure applies to all community members wishing to suggest a new VET or degree course for CQUniversity to consider.

3 PROCEDURE

Suggesting a course

- 3.1 To suggest a new VET or degree at CQUniversity, complete the [Course Suggestion Form](#) and submit to the Executive Officer (Engagement and Campuses).
- 3.2 The Engagement and Campuses Office will confirm receipt of the Form and provide further feedback within eight weeks.

Processing a course suggestion

Initial assessment

- 3.3 The completed Course Suggestion Form will be presented to a Region Engagement Committee for initial assessment of the validity and potential of the suggested course.
- 3.4 The assessing Region Engagement Committee will be determined by the Engagement and Campuses Office, but, where possible, will be representative of the area within which the suggestion was generated, or

representative of the Campus which would be most impacted by the introduction of the suggested course (if approved).

- 3.5 The Region Engagement Committee has a maximum of four weeks to complete assessment of the course and advise the Engagement and Campuses Office of the outcome.
- 3.6 If the suggested course is deemed unfeasible, the Engagement and Campuses Office will advise the Proposer of this outcome and reasons for same. Feedback will be provided to the Proposer within eight weeks of the original date of submission.

School sponsorship

- 3.7 If the suggested course achieves validation by the respective Region Engagement Committee, it will be submitted to the relevant Dean of School by the Engagement and Campuses Office, for endorsement.
- 3.8 If endorsed, the Dean will nominate a Sponsor within the School to further the course concept through the Academic Information Management System (AIMS).
- 3.9 The Dean of School has a maximum of two weeks to complete assessment of the suggested course, nominate a Sponsor (if applicable) and advise the Engagement and Campuses Office of the outcome.
- 3.10 The Engagement and Campuses Office will advise the Proposer of the outcome and reasons for same. Feedback will be provided to the Proposer within eight weeks of the original date of submission.
- 3.11 The Sponsor will provide ongoing updates to the Engagement and Campuses Office on the progress of course approval and implementation so this can be passed along to the Proposer and the Region Engagement Committee.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Deputy Vice-Chancellor (Engagement, Campuses and Mackay-Whitsunday Region) and Engagement and Campuses Office are responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.4 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Proposer: the individual/group responsible for submitting the suggested course.

Sponsor: School employee nominated by the Dean of School to further the implementation of the suggested course.

6 RELATED LEGISLATION AND DOCUMENTS

[Course Suggestion Form](#)

7 FEEDBACK

7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Deputy Vice-Chancellor (Engagement, Campuses and Mackay-Whitsunday Region)
Next Review Date	8/05/2022

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Notes	This document was formerly known as the Suggestion for a New Vocational or Degree Course Procedure (15/03/2016).