Course Review: Step 3

[insert Title of Course(s)]

SCHOOL RESPONSE

[insert date of this report]

|  |  |
| --- | --- |
| **Date of Review Panel Report:** |  |
| **TRIM REF:** | *Please ensure that this document is lodged in the Course Review Container set up for this review. Even if it is in draft you can create different versions culminating in the finalised / approved version.* |
| **This report prepared by:** | *[From the Quality Assurance Procedures:*  *(31) On receipt of the [Panel] report, the Head of School in conjunction with the Course Coordinator will consider the recommendations and prepare a response to the report. Following this consultation, the Head of School will submit the report and the responses within 15 working days]* |
| **Date of this Report:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Review Panel Recommendation | School Response / Action | Anticipated Outcome | Lead | Due Date |
| [Insert text of recommendation] | [Detail of action to be taken] | [Anticipated outcome and where possible measure of success] | [Staff member with responsibility for implementation] | [Anticipated completion date] |
|  |  |  |  |  |
|  |  |  |  |  |

[It is usual for the Course Coordinator to prepare this report, in consultation with the Head of School]

Endorsed by Head of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by PDVC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Next steps:**

*Please provide this School Response along with the Self-Review Report and the Panel Report to Academic Quality and Analytics (*[*quality@une.edu.au*](mailto:quality@une.edu.au)*) who will liaise with the P&DVC for approval. Once approved, you will be required to prepare a progress report in 6 and/or 12 months for consideration by the P&DVC.*