Course Review : Step 4

[insert Title of Course(s)]

PROGRESS REPORT ON IMPLEMENTATION

[insert date of this report]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Course Review Panel Report:** |  | **TRIM Ref:** | [Insert TRIM Ref of Panel Report to assist in cross-referencing] | |
| **Date Approved by PDVC:** | [Insert the date that the School Response to the Course Review Panel Report was approved by PDVC] | | | |
| **This report prepared by:** | [It is usual for the Course Coordinator to prepare this report] | **Date of this Report:** | |  |
| **Is this the final report on implementation?** | Yes/No  *If No (i.e. there are still outstanding actions) please nominate a timeframe (up to 12 months from the date of this report) for the preparation of the next progress report for approval by the PDVC.* | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course Review Panel Recommendation | School Response / Action | Anticipated Outcome | Status and Action to Date | Lead | Due Date |
| **1. [if appropriate insert heading, some actions are grouped by the ToR, others by theme]** | | | | | |
| [Insert text of recommendation] | [Detail of action to be taken] | [Anticipated outcome and where possible measure of success] | [Please indicate status as either COMPLETE, IN PROGRESS, TO BE ACTIONED, DEFERRED, provide status report as at reporting date, outline action taken to date and where possible any evaluation of success with reference to the previous column] | [Staff member with responsibility for implementation] | [Anticipated completion date] |
| Insert rows as needed |  |  |  |  |  |
| **2 [heading row if needed]** | | | | | |
| 2.1 |  |  |  |  |  |

# Any other issues / action you wish to raise for consideration?

[Recognising that as Schools undertake actions to implement recommendations other issues and / or actions may be identified. These might relate to the quality or viability of the course(s), changes in the external environment such as accreditation requirements etc.]

# Approval

|  |  |
| --- | --- |
| Endorsed by Head of School: | Date: |
| Approved by PDVC: | Date: |

***Next Steps:*** *When completed,**please forward to the Academic Quality Officer (*[*aqo@une.edu.au*](mailto:aqo@une.edu.au)*), who will coordinate with the P&DVC for comment and approval.*

*Once approved, all implementation reports will be summarised in the Annual Review of Reviews Report prepared by AQUA for University Committee consideration.*