

LAINÉ

THEATRE ARTS

Policies

Course Development and Approval Policy and Procedure

COURSE DEVELOPMENT AND APPROVAL POLICY AND PROCEDURE

1. EXECUTIVE SUMMARY

1.1. This document sets out LTA's procedure for developing and approving revised or new courses.

2. MANAGEMENT AND COMMITTEE OVERSIGHT

2.1. The Director of Studies and Educational Compliance has senior management responsibility for the development and approval of revised and new courses and for ensuring that this procedure is followed consistently across all course development projects.

2.2. The Academic Board has delegated authority from the Board of Directors for academic matters and as such has oversight of course development projects, receiving an update from the Director of Studies and Educational Compliance at each meeting on any ongoing course development projects.

2.3. The Academic Board has delegated authority from the Board of Directors for considering proposals for revised or new courses and either approving them where they are not to be offered as part of a collaborative partnership or recommending them to the appropriate collaborative partner for approval.

2.4. In accordance with its Terms of Reference, the Academic Board will establish a Course Approval Panel to consider proposals for revised and

new courses and either approve them if appropriate or recommend them to the awarding college or university for approval on its behalf. The Chair and members of the Course Approval Panel will be appointed by the Academic Board, and in the interests of expediency, these appointments may be made on Chair's Action and reported to the next meeting of the Academic Board.

2.5. The Academic Board will receive the minutes of the Course Approval Panel meeting and/or the Course Approval Panel Report at its next scheduled meeting.

3. COURSE DEVELOPMENT PROCESS

3.1. The Director of Studies and Educational Compliance will appoint a Project Lead for the curriculum development project. In the case of the revision of an existing course, this will normally be the Course Leader. For a new course, it may be an existing Course Leader if the proposed new course is in a related curriculum area to their current course, or it may be an existing or new Subject Matter Expert (SME).

3.2. The Project Lead will work with a team of Tutors and SMEs to develop the course proposal and complete the required course documentation in accordance with the requirements of the awarding college or university.

3.3. The complete course documentation will be reviewed by the Director of Studies and Educational Compliance prior to its submission to the Course Approval Panel.

4. INDUSTRY ADVISORY PANEL

4.1. At an early stage in the course development process, the Director of Studies and/or Project Lead will convene a panel of relevant industry practitioners who are not otherwise engaged by Laine Theatre Arts to consider an outline

proposal of the revised or new course and to offer advice on current industry developments and practices to the course development team.

4.2. The Industry Advisory Panel meeting need not be a formal committee meeting, but a written record should be kept of the key points and actions arising from the discussions which will be considered by the Course Approval Panel as part of the supporting documentation.

4.3. The Project Lead may wish to hold further meetings with some or all of the members of the Industry Advisory Panel to discuss to seek advice on the ongoing development of the proposed revised or new course.

5. COURSE APPROVAL PANEL

5.1. The Academic Board delegates authority for the detailed consideration and recommendation of the proposal for a revised or new course to a Course Approval Panel.

5.2. The Chair of the Course Approval Panel will be appointed by the Academic Board, and this appointment may be made on Chair's Action and reported to the Academic Board at its next meeting. The Chair of the Course Approval Panel will be a senior academic member of the LTA faculty.

5.3. The Composition of the Course Approval Panel shall be as follows:

- Chair (a Senior Member of LTA Academic Staff)
- Internal Academic Panel Member (an LTA Course Leader, Tutor or SME)
- External Academic Subject Specialist
- External Industry Specialist
- Student/Graduate Panel Member (current student or recent graduate of LTA)

- Secretary (to produce a report of the panel's discussions and outcomes)

5.4. As well as reviewing the course documentation, the Course Approval Panel will meet with the Course Development Team to discuss the proposal, and with current students and graduates from similar courses to discuss their experience.

5.5. For courses offered as part of a collaborative partnership the Course Approval Panel may reach one of three outcomes:

- Approved for submission to the collaborative partner.
- Approved for submission to the collaborative partner subject to meeting specified conditions. Actions taken to meet the conditions should be approved, either by Chair's Action or by consultation with all panel members, prior to the proposal being submitted to the collaborative partner.
- Not approved for submission to the collaborative partner as the proposal requires significant revision. The revised proposal should be considered by a full meeting of the Course Approval Panel before being submitted to the collaborative partner.

5.5.1. The Course Approval Panel Report should be submitted to the collaborative partner as part of the supporting documentation for the proposal for a revised or new course.

5.6. For courses not offered as part of a collaborative partnership, the Course Approval Panel may reach one of the three outcomes:

- Approved

- Approved, subject to meeting specified conditions. Actions taken to meet the conditions should be approved, either by Chair's Action or by consultation with all panel members.
- Not approved as the proposal requires significant revision. The revised proposal should be considered by a full meeting of the Course Approval Panel.

6. AWARDING UNIVERSITY APPROVAL

6.1. Where the course is to be offered as part of a collaborative partnership with an awarding university, the awarding university will follow its own course approval process with which the LTA senior management and course development team will engage.

6.2. The awarding university's course approval report will be considered by the Academic Board at its next scheduled meeting. The Chair of the LTA Course Approval Panel will approve all actions required to meet any conditions and/or recommendations made by the awarding university prior to the submission of revised documentation to the university, and these decisions will be reported to the Academic Board.

7. MONITORING OF OUTCOMES

7.1. The Academic Board will monitor progress towards implementing any longer-term actions required or recommended by either the Course Approval Panel, or the collaborative partner as part of its approval of the revised or new course.

DOCUMENT CONTROL

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