

QUT Library Collection Development Manual

3. Practices

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3.1.3. Curriculum Development and Approval Process

Identification block

QUT Library Collection Development Manual	
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Contact Officer	Associate Director, Information Resources and Research Support
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Policy statement

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3.1.3. Curriculum Development and Approval Process

1. Background

The Curriculum Development and Approval process is undertaken where the development of a new or significantly changed curriculum is proposed, so that the Division of Technology Information and Learning Support (TILS), and other Divisions, can evaluate whether it has the necessary resources to adequately support the course. The Library participates in this process as part of the Division-wide response, facilitated by the Faculty Liaison Team (FLT).

The Library, as part of the Division, follows the MOPP in relation to Curriculum Development and Approval. (See Policy C/ 4.1 Curriculum Development and Approval http://www.mopp.qut.edu.au/C/C_04_01.jsp ,

The Office of Teaching Quality (OTQ) Website contains protocols and guidelines on curriculum development and approval:
<http://www.otq.qut.edu.au/about/policyandpro/guidelines/development.jsp>

The *Protocols: Curriculum Development and Approval* document states that “opportunities for divisions to make meaningful contributions to the curriculum are

built into the [curriculum development and approval] process, rather than being seen as a separate checkpoint late in the sequence". TILS input will vary depending on the significance of the proposal, and may require a formal written endorsement.

2. Role of QUT Library

The Library participates in the curriculum development and approval process through staff membership of the TILS Faculty Liaison Teams (FLT). The FLT follows the TILS Guidelines for the response to the process.

A Curriculum Concept Plan (CCP) is posted by the OTQ to the Curriculum Bulletin Board: <https://wiki.qut.edu.au/display/CAG/CBB-Home>, and an email notification is sent to the relevant FLT. The Academic Board Representative (ABR) consults with the FLT on the impact of the proposal. Liaison Librarians, as members of FLT, assess the extent to which the Library can meet the collection and services needs of the proposed new curriculum or changes, and forward this assessment to the Academic Board Representative (ABR). The ABR contacts the Lead Curriculum Developer and more in-depth consultation may result. Where the proposal is major, the ABR submits a formal TILS Endorsement form.

Liaison Librarians, and other members of the FLT, may be invited by the Lead Curriculum Developer to participate in the Curriculum Development Team.

Modification history

Date	Sections	Source	Details
24 Nov 2005]	URLs updated	Associate Director ,Information Resources via IRMG]	Reviewed and URLs updated
06 Aug 2007	Section 3 and 4 added	Acting Associate Director, Information Resources) via IRMG	Review and URLs updated
15 April 2010	All	Information Resources Committee	Updated with QUT Curriculum Development and Approval process