

QUT Library Collection Development Manual

3. Practices

3.1. General

3.1.3. Course Impact Statements

Identification block

QUT Library Collection Development Manual	
3.1.3 Course Impact Statements	
Contact Officer	Associate Director, Library Services (Information Resources)
Approval Authority	Library Management Group
Approval Date	19 November 2007
Date of Next Review	14 December 2010

Policy statement

Table of contents

1. Background
2. Role of QUT Library

3.1.3. Course Impact Statements

1. Background

Course Impact Statements are a part of the University course proposal process. They are required where the development of a new or significantly changed course is proposed so that the Division of Technology Information and Learning Support (TILS) can evaluate whether it has the necessary resources to adequately support the course.

The Library follows the MOPP in relation to Course Impact Statements. (See [Policy C/ 4.1 Major Course Developments](#), in particular **Section 4.1.3 Development and Approval Process for New Courses**).

http://www.mopp.qut.edu.au/C/C_04_01.jsp#C_04_01.03.mdoc

In addition, [MOPP Appendix 10 \(a\) – Course Plan](#) <http://www.mopp.qut.edu.au/Appendix/append10a.jsp> contains documentation and pro-formas for approvals of new courses, and for approvals of substantial changes to courses.

The [Academic Policy and Programs Unit](#) (APPU) Website also contains details on development of new courses, including documentation requirements for the formal committee approval process. The Course Report Guidelines available on the APPU Website

http://www.appu.qut.edu.au/coursedev/course_qa/guidelines/2_qa_course_rpt.pdf

, states that the TILS Course Impact Statement must be included as part of resource assessment documentation. The Plan includes a link to the Course Impact Statement, together with a checklist of issues TILS might consider.

2. Role of QUT Library

One section of the Course Impact Statement is completed by Library staff.

Liaison Librarians are required to assess the extent to which the proposed course/proposed course changes will impact on various aspects of the Library's Collection and services. This completed assessment is forwarded to the relevant Branch Library Manager for approval.

All Liaison Librarians should subscribe to the Courses Bulletin. As stated in [Policy C/4.1 Major Course Developments](#) (Section 4.1.3 Development and Approval Process for New Courses) http://www.mopp.qut.edu.au/C/C_04_01.jsp#C_04_01.03.mdoc

The Courses Bulletin is an important means of communication between interested parties about course proposals. A Courses Bulletin should be published at the earliest stage of course development.

Faculties must notify the Director, Academic Policy and Programs of their intention to offer the course. Upon receipt of this advice, the Academic Policy and Programs Unit publishes an email Courses Bulletin containing a brief (one or two paragraph) outline of the course proposal. The Courses Bulletin is sent to a subscriber list, to which any member of the University staff may subscribe.

3. Resource Impact Statement for Research Projects

A *Resource Impact Statement for Research Projects* is required for all new research proposals. These are sent to the relevant Faculty Liaison Team (FLT). A template for Resource Impact Statement for Research Projects is available and lists the email address for all the Faculty Liaison Teams.

http://www.tils.qut.edu.au/docprivate/staff/ResearchImpactStatementV4_Mar07.doc

The final document is forwarded to the Divisional Information Officer.

4. Impact Statement for Transnational Courses

The [Academic Policy and Programs Unit](#) (APPU) Website also contains details on development of trans-national courses, including documentation requirements for the formal committee approval process.

http://www.appu.qut.edu.au/coursedev/courses/transnational/guidelines/1_os_processes.pdf

Appendices to policy

[TILS Course Impact Statement](#)

Resource Impact Statement for Research Projects

http://www.tils.qut.edu.au/docprivate/staff/ResearchImpactStatementV4_Mar07.doc

Impact Statement for Trans-national Courses

http://www.appu.qut.edu.au/coursedev/courses/transnational/guidelines/1_os_processes.pdf

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
