

## Consultation Checklist for Program Development

Including the consultations required by the various fields included in the Program Development Form (e.g., SRAS, Student Administration and Global Engagement), it is expected that the Program Development Working Group will need to consult other relevant stakeholders early in the development process.

The following list is suggested, but Faculties should exercise their judgement and consult with other stakeholders as appropriate to their discipline or the programs design.

Position	Person	Faculty/Division	Consultation feedback
Executive Deans		All faculties	Implications for cross-faculty programs
Associate Dean (Learning and Teaching)	A/Prof Wayne Errington	Faculty of Arts	Learning and Teaching issues Structural compliance of programs Curriculum design Program learning outcomes
Associate Dean (Curriculum and Accreditation)	Ms Bernadette Foley	Faculty of ECMS	
Associate Dean (Learning and Teaching)	Prof Maree O'Keefe	Faculty of Health & Medical Sciences	
Executive Director (Learning, Teaching & Student Experience)	Prof Ingrid Day	Faculty of the Professions	
Deputy Dean (Learning & Teaching)	Prof Simon Pyke	Faculty of Sciences	
Marketing Coordinator	Ms Michelle Coe	Marketing & Communications	Marketing analysis
Associate Director	Ms Siobhan Guy	Student Administration	Graduations (i.e., parchments), Australian Higher Education Graduation Statement (AHEGS)
Student Data Collection Analyst	Ms Linda Cecere	Student Administration	Award set up
Associate Director, Admissions Service	Mr Louis Clay	Student Recruitment & Admissions Services	Admissions and SATAC liaison (i.e., setting up the courses to be advertised via SATAC, code allocations, etc.)
Associate Director, Student Recruitment Services	Mr Edwin Leow	Student Recruitment & Admissions Services	
Compliance Manager, International Recruitment & Admissions	Ms Michelle Dicker	Student Recruitment & Admissions Services	Implications for International students (Reference to ESOS, National Codes, CRICOS)
Senior Advisor, International Agreements	Ms Amelia Aranda	Division of Academic & Student Engagement	International agreements
Manager, International Exchange	Dr Jane Olsson	Global Engagement	Student mobility (including study tours), Exchange programs
Manager, Strategic Student Opportunities	Ms Emma Laurence	Global Engagement	
Manager, Performance Reporting	Ms Jodie Butler	Planning & Analytics	Student load management, program targets and performance
Senior Planning Officer	Mr Greg De Cure	Planning & Analytics	Funding (Commonwealth Supported Places)
Manager, Academic Liaison	Ms Deanne Holmes	Learning & Research Services	Library resources
Manager	Ms Colleen Ortega	Learning Enhancement & Innovation	Learning design e-learning developments relating to student learning and experience
Divisional Management Accountant	Mr Anthony Spinelli	Finance & Procurement Services	Financial aspects/fee schedule
Senior Project Officer	Dr Miriam Collins	Learning & Quality Support	Calendar
APEAC Executive Officer <a href="mailto:apeac@adelaide.edu.au">apeac@adelaide.edu.au</a>	Ms Janette Carter	Learning & Quality Support	Curriculum development and structures, Documentation and administration processes