

## 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
Deputy Dean, Learning and Teaching	A/Prof Lucy Potter	Faculty of Arts	Learning and Teaching issues Structural compliance of programs Curriculum design Program learning outcomes
Deputy Dean, Learning and Teaching	Dr Braden Phillips	Faculty of ECMS	
Deputy Dean, Learning and Teaching	Prof Mario Ricci	Faculty of Health & Medical Sciences	
Deputy Dean, Learning and Teaching	Professor Suzanne LeMire	Faculty of the Professions	
Deputy Dean, Learning and Teaching	Prof Amanda Able	Faculty of Sciences	
Marketing Coordinator	Ms Michelle Coe	Marketing & Communications	Marketing analysis
Graduations Coordinator	Ms Megan Behrendt	Student Administration	Graduations (i.e., parchments), Australian Higher Education Graduation Statement (AHEGS)
Student Data Collection Analyst	Ms Linda Cecere	Student Administration	Award set up (i.e. program plan, sub-plan (Majors) etc.
Director of Student Administration	Ms Alex Sabharwal	Student Administration	International Admissions entry requirements and SATAC liaison (i.e. Course Selection Methodology (CSM), SATAC code allocations, etc.)
Manager Admissions Portfolio, Domestic	Ms Naomi Sturgeon	Student Administration	Domestic Admissions entry requirements and SATAC liaison (i.e. Course Selection Methodology (CSM), SATAC code allocations, etc.)
Coordinator – International Compliance	Ms Michelle Dicker	Learning and Quality Support	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, Strategic Student Opportunities	Ms Emma Laurence	Global Engagement	Student mobility (including study tours), Exchange programs
Manager, Performance Reporting	Ms Teresa Pankhurst	Planning & Analytics	Student load management, program targets and performance
Senior Planning Officer	Ms Jodie Butler	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
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

