

Consultation Checklist for Program Development

Including the consultations required by the various fields included in the Program Development Form (e.g., 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.

| Consultation feedback | Position | Person | Faculty/Division |
|---|---|---|---|
| Implications for cross-faculty programs | Executive Deans | | All faculties |
| Learning and Teaching issues Structural compliance of programs Curriculum design Program learning outcomes | Deputy Dean, Learning and Teaching | A/Prof Lucy Potter | Faculty of Arts |
| | 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 | Prof Suzanne LeMire | Faculty of the Professions |
| | Deputy Dean, Learning and Teaching | Prof Amanda Able | Faculty of Sciences |
| Marketing analysis | Recruitment Marketing Coordinator | Ms Michelle Coe | Marketing & Communications |
| Graduations (i.e. parchments, Australian Higher Education Graduation Statement (AHEGS)) | Graduations Coordinator | Ms Megan Behrendt | Student Administration |
| Award set up (i.e. program plan, sub-plan (Majors) etc.) | Student Data Collection Analyst | Ms Linda Cecere | Student Administration |
| International Admissions entry requirements and SATAC liaison (i.e. Course Selection Methodology (CSM), SATAC code allocations, etc.) | Associate Director, Admissions Operations | Mr Tony Palatianos | Student Administration |
| Domestic Admissions entry requirements and SATAC liaison (i.e. Course Selection Methodology (CSM), SATAC code allocations, etc.) | Manager Admissions Portfolio, Domestic or Associate Director, Admissions Operations | Ms Naomi Sturgeon Mr Tony Palatianos | Student Administration |
| Implications for International students (Reference to ESOS, National Codes, CRICOS) | Coordinator, International Compliance | Ms Michelle Dicker | Learning and Quality Support |
| International agreements | Manager, International Agreements & Programs | Ms Amelia Aranda | Division of Academic & Student Engagement |
| Student mobility (including study tours), Exchange programs | Manager, Strategic Student Opportunities | Ms Emma Laurence | Global Engagement |
| Student load management, program targets and performance | Manager, Performance Reporting | Ms Teresa Pankhurst | Planning & Analytics |
| Funding (Commonwealth Supported Places) | Senior Planning Officer | Ms Jodie Butler | Planning & Analytics |
| Library resources | Manager, Academic Liaison | Ms Deanne Holmes | Learning & Research Services |
| Learning design e-learning developments relating to student learning and experience | Manager, Learning Enhancement and Innovation | Ms Colleen Ortega | Learning Enhancement & Innovation |
| Financial aspects/fee schedule | Divisional Management Accountant | Mr Anthony Spinelli | Finance & Procurement Services |
| Curriculum development and structures, Documentation and administration processes | APEAC Executive Officer apeac@adelaide.edu.au | Ms Janette Carter | Learning & Quality Support |