

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	Prof Linda Westphalen	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