

Knowledge Media Division

Preparation for trimester 3, 2008 and trimester 1, 2009



Faculty–KMD Course Development Planning Process

Overview

Knowledge Media Division (KMD) supports faculties' learning and teaching aims with four levels of services.

These levels range from Essential Services, which apply to all course development activities that KMD handles, to Special Services, which support major university or faculty teaching and learning initiatives. With KMD service levels 3 and 4, the unit team has the option of drawing on the educational design and academic development services offered by faculty teaching and learning staff and/or the Institute of Teaching and Learning (ITL). KMD will coordinate the integration of these educational services.

Twice yearly, usually in July (for trimesters 1 and 3) and November/December (for trimester 2), KMD agrees with the faculties the level of service to be given to each unit on offer for the following trimesters.

This document outlines the Faculty–KMD course development planning process for trimester 3, 2008, and trimester 1, 2009, and should be read alongside another KMD document, Definition of Service Levels—Course Development.

Key planning dates for course development services for trimester 3, 2008, and trimester 1, 2009

Before 14 July

- Faculty nominates a program coordinator as the primary point of contact with KMD to coordinate and consolidate the faculty's needs for KMD course development services across the faculty's schools. Generally, we expect that this program coordinator will be a member of the faculty Teaching and Learning Group.
- Faculty program coordinator consults schools and unit chairs to identify their needs for KMD services.

By 14 July

- Faculty confirms with KMD the units on offer and course development service levels for trimester 1, 2009.

14 July - 1 August

- KMD, unit chair, faculty or ITL educational design staff, scope services for level 2, 3 and 4 course developments, providing specifications where required.
- Faculty confirms with KMD the units on offer for trimester 3, 2008 and level of service required.

By 1 August

- KMD confirms with faculty the levels of service and the plan for trimester 1 course developments.

From 1 September

- Unit chairs begin to transfer materials to KMD for Level 2 course development work to begin.