SEH College SPG Transition Project workshop

Friday 23 April 2010

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SPG Transition Project Coordinator

Peter Muir
EIT Team Leader
SPG Transition Project Workshop - 23 April 2010

This workshop is intended for SEH College school staff, both academic and administrative, who have not been able to attend previous SPG Transition Project workshops or who would like to revisit material previously covered.

We will cover:

• SPG Project web site,
  – Information, resources, provide your feedback

• Project background,
  – Aims and objectives of the project,

• Project Timelines,

• Using the Program Guide System (PGS) to create an SPG,
  – Quality Criteria for SPG Publication,
  – The Guidelines for HE SPG Publication, and the

• Approval process
SPG Transition Project web site
http://www.rmit.edu.au/seh/spgproject

SEH College Student Program Guide Transition Project
The SEH College Student Program Guide (SPG) Transition Project is part of the University's Program Guide Project. The Program Guide System (PGS) is an application that enables the online publication of authoritative Higher Education (HE), Technical and Further Education (TAFE) and Research (RSCH) program information for students. The PGS has two modules:

1. The Enrolment Program Structures (EPS), which went live in 2008
2. The Student Program Guide (SPG), which went live in May 2009.

The SPG Transition Project focuses on the second module.

The University requires an SPG for each Program/Plan/Campus combination and each exit point in a nested program to be published by Open Day 2011.

The SEH College has established a deadline of December 2010 for the publication of all SEH College SPGs. Integral to the College project is an emphasis on educational quality, specifically in relation to program design informed by current theories in education.

Further Information
To find out more about the SPG Transition Project contact:

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Student Program Guide (SPG) Transition Project

A 2009 review of SPGs published in the PGS revealed:
- Inconsistent quality in published guides
- Empty Fields in published guides
- Programs without published guides

An SPG needs to be published for each Program/Plan/Campus, including both onshore and offshore programs and programs within nested programs.

The project includes all HE, TAFE and RSCH programs.

SEH College requires:
- All SEH College SPGs to be published by December 2010.
- The development of the guides to have a sound educational base.
SEH College Project Aims and Objectives

The **aim** of the Project is to improve:

1. the learning experience for SEH College students through both providing a **better quality of information for current and prospective SEH College students**, and

2. the quality of program development through **skill development for staff** in grounding the review and development of courses in learning and teaching scholarship.

The **objectives** of the Project are to, by December 2010:

1. Publish an **SPG** for every Higher Education, TAFE and RSCH program in the college
2. Increase the educational quality of program development and review
3. Contribute to raising awareness and generate discussion and feedback to the ARG to inform other aspects of the University’s PGS Project.
4. Support school staff with a view to handing responsibility for developing and reviewing SPGs, to a standard ready for submission for ADC approval, over to the schools in the future.
## SEH College – SPGs by School

<table>
<thead>
<tr>
<th>School</th>
<th>Priority 1</th>
<th>Priority 2</th>
<th>Priority 3</th>
<th>Total</th>
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<td>39</td>
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<td>SOET</td>
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<td>88</td>
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<td><strong>SEH College</strong></td>
<td><strong>18</strong></td>
<td><strong>22</strong></td>
<td><strong>-</strong></td>
<td><strong>36</strong></td>
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</tbody>
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Total: 442
Program timelines

**Priority level 1** SPGs include those that:

- Have been moved online from previous PDF documents without going through a further ARG approval process
- Still have missing fields noted after passing through the SEH College ADC endorsement process e.g. missing WIL statements.

*Priority 1 SPGs, and program amendments for semester 1, 2011, should be submitted into the approval process by 30 June 2010.*

**Priority level 2** are those SPGs that at the end of the 2009 ARG approval process:

- Exist in draft form or have People Soft shell only
- Are still to be developed.

*Priority 2 SPGs should be submitted into the approval process by 30 November 2010.*
Requirements for Student Program Guides from 2010

In summary, from 2010, SPGs across the university need to:

- be student oriented in content and language
- reflect sound educational design & practice
- be of a consistent format and quality across the university
- contain clear & concise content
- be accurate, contain good grammar and expression (& no typos!)
- comply with policy

The Guidelines for HE and TAFE SPG Publication and Quality Criteria for Student Program Guides set out specific requirements.
Project tasks for schools

• Maintain School Publication Plan (Excel spreadsheet located at J://schools/<your school>/ProgGuideSys) including:
  • list of programs requiring SPGs under SPG Transition Project
  • programs being submitted for program amendment

• Prepare timelines for the progress of SPGs through the approval process within project deadlines

• Coordinate the writing and / or reviewing of SPGs for consistency with the Quality Criteria for SPG Publication and Guidelines for HE/TAFE SPG Publication.

• Approve SPG drafts for submission into the college approval process.

• Provide feedback to be incorporated into project review and improvement processes.
RMIT Program Guide System

• The RMIT University Program Guide System (PGS) is an application that enables the online publication of authoritative Higher Education (HE), Technical and Further Education (TAFE) and Research (RSCH) program information for students.

• The PGS comprises 2 modules:
  – The Enrolment Program Structures (EPS), which went live in 2008.
  – The Student Program Guide (SPG), which went live in May 2009.

• Content for the Student Program Guide is now entered directly into the PGS by the Program Coordinator.
Using the Program Guide System (PGS) to create a Student Program Guide (SPG)

To create / edit a Student Program Guide (SPG) you will need:

• PGS User ‘program developer’ user access (PGS User Access Form).
  – A program developer may:
    – Create new drafts
    – Edit guides
    – Submit for approval (after approval by T & L Director or equivalent)

• Guidelines for HE Student Program Guide (SPG) Publication, OR
• Guidelines for TAFE Student Program Guide (SPG) Publication, AND
• Quality Criteria for Student Program Guides (SPGs), AND
• Guidelines for Part A Course Guides

The PGS Maintain Program Guides How-to Guide may be useful for those not familiar with the PGS.

The SEH College SPG Transition Project web site provides links to project documentation. See: http://www.rmit.edu.au/seh/spgproject
Accessing the Program Guide System (PGS)

- Go to:  www.rmit.edu.au/staff/programguides
- Click on “Maintain program guides”
- Enter search criteria into fields provided (it is not necessary to have data in all fields)
- Programs meeting criteria appear under results (lower part of screen)
  - Click on Program Code, take note of
    - Information page
    - Content from PeopleSoft
    - Edit button
  - Examples to view
    - New program in draft mode:  BP261
    - Program with more than 1 campus and multiple versions:  BP013
    - TAFE fields: C4215
Answers to FAQs.....

• The Program Guide System (PGS) is the only mode of constructing an SPG i.e. the hardcopy template previously used by ARG will no longer be accepted by the SEH Secretariat.

• From 2010 an SPG entering the endorsement / publication process needs to be consistent, in its entirety, with the Guidelines for HE or TAFE Student Program Guide Publication and the Quality Criteria for Student Program Guide Publication.

• A printed version of each SPG needs to be signed off by School (HOS, T & L Director or T & L Committee)* before submission via PGS.

• Course Guide Part A forms do need to be forwarded to the SEH Secretariat at the time SPG has been submitted.

* Procedures vary between SEH College schools.
SEH PD&A – Program Amendment Approval Process

### Procedure
(for implementation in Semester 1, 2011)

<table>
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<tr>
<th>Step</th>
<th>Approved by</th>
<th>Final deadline</th>
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<tbody>
<tr>
<td>Complete and email the following to the SEH-Secretariat:</td>
<td>School L&amp;T Committee</td>
<td>April/May 2010</td>
</tr>
<tr>
<td>– Cover sheet</td>
<td></td>
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<tr>
<td>– Program Proposal (approved by VCE)</td>
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<tr>
<td>– Part A Course Guides</td>
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<tr>
<td>Update and submit:</td>
<td>SEH Academic Devt Committee</td>
<td>15 June 2010 (papers due 25 May)</td>
</tr>
<tr>
<td>– Student Program Guide (SPG)</td>
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<tr>
<td>(Submission of the SPG is done via the ‘submit’ button in the SPG application)</td>
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</tr>
<tr>
<td>For detailed instructions, guidelines and templates associated with <strong>Student Program Guides (SPG’s)</strong> and <strong>Part A Course Guides</strong> go to <strong>Process for Adding/ Amending SPG Fields</strong></td>
<td></td>
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</tbody>
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