

Course and Unit Viability Analysis Procedure

Section 1 - Governing Policy

(1) This Procedure is governed by the [Course and Unit Viability Analysis Policy](#) which specifies the requirement for each Faculty to complete an annual analysis of courses and units in terms of their financial sustainability, strategic fitness for purpose and alignment with University mission.

Section 2 - Scope/Application

(2) This Procedure informs ACU Faculty staff of [Course and Unit Viability Analysis Policy](#) compliance requirements and provides the governance mechanism for the effective conduct of the annual analysis. It is intended to complement but not replace the five-year academic review of each course.

(3) This Procedure applies to all ACU Committees concerned with course and unit viability and to Faculties and Offices responsible for the efficient use of University financial resources, including:

- a. Faculties and Schools;
- b. Centre for Education and Innovation (CEI);
- c. Global and Education Pathways (GEP);
- d. Student Systems;
- e. Academic Registrar;
- f. Finance and Planning;
- g. Academic Board;
- h. Courses and Academic Quality Committee (CAQC).

(4) It applies to all courses and units of the University with enrolment in the review year, except for the following:

- a. Higher Degree Research and all Honours courses and units;
- b. Practicum and clinical placement units;
- c. Exchange and study abroad courses and units;
- d. Other exempt courses and units as specified in the [Course and Unit Viability Analysis Policy](#).

Section 3 - Framework

(5) The Deputy Provost will initiate the commencement of the annual Course and Unit Viability Analysis (CUVA) process. The Provost and Deputy Vice-Chancellor (Academic) (Provost) will confirm and note the completion of each Faculty analysis and outcome recommendations.

(6) The Office of the Provost and Deputy Vice-Chancellor (Academic) will consult with Financial Corporate Services to determine the CUVA report structure and confirm the data elements to be used.

(7) Finance and Planning will provide Faculties with relevant financial data to support the annual CUVA process.

(8) Data elements in the CUVA report can include, but are not limited to:

- a. financial data of courses and units (e.g. revenue, cost of delivery);
- b. course EFTSL by course name, level, commencement group and Faculty;
- c. unit enrolment (student headcount) by unit name, level, Faculty and Academic Organisational Unit, campus availability, term availability, delivery mode and relevant courses requiring unit enrolment;
- d. identification of courses already being phased out or under suspension;
- e. attrition rates;
- f. success rates;
- g. completion rates;
- h. Unit Evaluation Survey results;
- i. Course Experience Questionnaire results;
- j. Graduate Destination Survey results;
- k. Market Insights and Applications data.

(9) The Office of the Provost and Deputy Vice-Chancellor (Academic) will develop an annual schedule of targets or thresholds based on the [ACU Strategic Plan](#) and external higher education sector benchmarks for relevant data elements included in the analysis.

(10) In partnership with the Office of the Provost and Deputy Vice-Chancellor (Academic), the Faculty CUVA process will involve Executive Deans, Heads of Schools, Associate Deans, Learning and Teaching, Faculty Managers, Faculty Finance Managers and other relevant staff as appropriate. Faculties will implement responsibilities as required and provide substantive justification for the continuation of courses and units identified as having viability concerns and other risk elements.

(11) The CUVA is to be completed to inform the annual enrolment planning cycle and results are reported to the Provost. The Provost will convene the annual CUVA meeting with Faculties to discuss their analysis results; ensure adequate justifications for actions and proper consultations have been taken place in order to facilitate the aims of CUVA and consider Faculties' recommendations.

(12) The Provost will report CUVA outcomes and recommendations to the Vice-Chancellor's Executive Board (VCEB) for endorsement to the Vice-Chancellor and President.

(13) The Vice-Chancellor and President will approve CUVA outcomes and recommendations.

(14) Faculties will advise the Courses and Academic Quality Committee (CAQC) of approved outcomes and recommendations for noting. The CAQC will report the same to the Academic Board for noting.

Section 4 - Faculty Responsibilities

(15) In analysing the viability of each eligible course and unit, Faculties will consider the following:

- a. [ACU Mission, Identity and Values](#) and [ACU Strategic Plan](#);
- b. the Faculty Plan;
- c. financial viability of the course or unit including reference to the costs of running it and income generated from enrolment;
- d. course or unit load and delivery mode;

- e. the contribution of the course or unit to campus sustainability;
- f. whether the course or unit is an exempt course or unit;
- g. other reasons for recommending the continuation of courses and units identified as not viable (e.g. existing partnership and articulation arrangements, market insights);
- h. the impact on other Faculties and other courses of course phasing-out or the discontinuation of an eligible unit; the impact on relevant discipline units, common or dual units; the impact on double and nested awards and other courses;
- i. the impact on workforce.

(16) Each Faculty will make recommendations to the Provost as to the suspension, phasing-out, discontinuation or continuation of each eligible course and unit, and include a justification for those that are recommended to continue.

(17) Where a course or a unit has been approved for suspension or discontinuation, the Faculty will undertake the necessary processes within required timelines as outlined in the [Course Accreditation, Amendment and Review Policy](#) and [Course Accreditation and Amendment Procedure](#).

(18) Faculty teaching staff affected by the decision to introduce change will be notified and consulted in line with the University’s Enterprise Agreement.

(19) Risk assessments for eligible courses and units approved for continuation will be undertaken annually by the relevant Faculty, with reporting through Faculty Boards to CAQC.

Section 5 - Revisions to this Procedure

(20) The revision table includes revisions up until this document was migrated into the current policy platform. Any later changes will show in the Status and Details tab.

Date	Major, Minor or Editorial Revision	Description of Revision(s)
May 2021	Major	<p>Name of Procedures Reference to “unit” and “viability” in the policy name more accurately represents the scope of the annual review. It also emphasises the importance of units as the “building blocks” of courses where cost, quality and delivery efficiencies are realised.</p> <p>Related legislation, policies, procedures, guidelines, and local protocols Expanded list to include other relevant University academic governance and learning and teaching policies, guidelines, and procedures.</p> <p>Roles and Responsibilities It is recommended that the approval authority is Vice-Chancellor and President, the Governing Authority is the Provost and the Responsible Officer is the Deputy Provost.</p> <p>Detailed procedural elements have been deleted from the policy and moved to the Procedure where appropriate.</p>

Section 6 - Associated Information

(21) For related legislation, policies, procedures and guidelines and any supporting resources please refer to the Associated Information tab.

Status and Details

Status	Current
Effective Date	19th December 2023
Review Date	5th July 2026
Approval Authority	Vice-Chancellor and President
Approval Date	19th December 2023
Expiry Date	Not Applicable
Responsible Executive	Julie Cogin Provost and Deputy Vice-Chancellor (Academic)
Responsible Manager	Martin Taylor Director, Strategy and Operations
Enquiries Contact	Office of the Provost and Deputy Vice-Chancellor (Academic)