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**Checklist for New Course Directors**

This checklist consists of questions that new Course Directors (thereafter CDs) need to have in mind when starting their new role. This list should be read in conjunction with the [Course Management Handbook](https://www.canterbury.ac.uk/learning-and-teaching-enhancement/docs/Guidance-and-books/Course-Management-Handbook.pdf) and other [Handbooks](https://www.canterbury.ac.uk/learning-and-teaching-enhancement/resources-for-academics/resources-for-academics.aspx) for course teams.

The role of the CD is to ensure that all the areas covered in the questions below are dealt with, to ensure the smooth running of the course and a positive student experience. However, it is not the role of the CD to carry out all of the checks and activities, which should be spread out across the course team (teaching and administrative colleagues).

Your line manager has a key part to play in helping you answer these questions and find your feet in your new role, especially if you are new to the University. They should go through the list below with you and highlight which elements are the most urgent, depending on the time of the year when you start the role. If possible, you should consult with the existing CD (or another experienced CD who will act as mentor) and Faculty course administrator/s or equivalent to gain all the information you need for your role. You are also encouraged to seek help with your Faculty Director of Learning and Teaching and Faculty Director of Quality for some elements.

# Inform key stakeholders of the change of CD

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| Questions | Tick or write the answer found |
| Does my School/Faculty know that I’m the new CD, so I can be added to the relevant CD mailing lists, meetings (e.g. CD Fora)? |  |
| Has my School/Faculty informed the University that I’m the new CD, so I can be added to the University CD list (which professional services and the Students’ Union use to contact CDs) and have access to the CD Forum Blackboard? |  |
| Have external stakeholders (External Examiner, partners, alumni, etc.) been informed of the change of CD? Has the previous CD created a list of these stakeholders/introduced me to them so I can start a good working relationship with them? |  |
| Have I signed up for the New CD Orientation and other training/resources/Continuous Professional Development (CPD) suited to my CD role (e.g. leadership training, SITS, Student Engagement Dashboard, Power BI)? Have I asked [LTE-ADMIN@canterbury.ac.uk](mailto:LTE-ADMIN@canterbury.ac.uk) for a CD mentor if I feel this would help me? |  |
| Have some specific roles at course level already been assigned to team members (e.g. Open Day Lead; Recruitment Lead; Outreach Lead, etc.)? Who undertook these roles in the previous academic year (to enable sharing of good practice)? |  |

# Marketing and Admissions

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| Questions | Tick or write the answer found |
| Has the course prospectus/webpages been updated as required by Marketing? |  |
| Has the “course essentials” form been completed and published (this is provided by the transitions and orientation team, [transitions@canterbury.ac.uk](mailto:transitions@canterbury.ac.uk))? |  |
| For undergraduate courses, is there an imminent UCAS deadline I need to be aware of, with any tasks related to it? |  |
| Has the former CD created a Marketing/Recruitment strategy that I should have access to? Has the staff rota for Open/Applicant Days been completed and communicated to the team? Is there any other recruitment/widening participation event planned that I need to know about? |  |
| What are the entry requirements for my course? Does the admissions team know of any changes made to the course/entry requirements?  Has the planning department been given information about when the next cohort will start and what the closing deadline for applications is?  Have the application points been updated with the next application date (especially for courses with more than one entry point per year)? |  |
| Does the admissions team know that I need to receive complex applications in order to process them via the student record system (SITS)? |  |
| If applicable, is the schedule and rota for interviews/auditions/pre-entry events available, or does it need completing? |  |
| Is there sufficient cover for the course during Clearing? |  |
| Are there any outstanding requests for Advanced Standing, [Recognition of Prior Learning (RPL),](https://www.canterbury.ac.uk/quality-and-standards-office/regulations-policies-and-procedures/recognition-of-prior-learning.aspx) changes to study? |  |

# Orientation and Induction

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| Questions | Tick or write the answer found |
| Is there anything to prepare for the next cohort of students’ orientation and induction at course level? And for transitions of existing cohorts, if applicable? |  |
| Have requests for timetabling of all modules been completed for next semester/trimester? When will they be confirmed? Where do I find the timetable for all modules? |  |
| Have the requests for new Blackboards been sent to your Digital Academic Developer (DAD)? |  |
| Is the [Course Handbook](https://www.canterbury.ac.uk/quality-and-standards-office/regulations-policies-and-procedures/student-handbook-templates.aspx) up to date and published? Ditto for module handbooks (responsibility of module leaders)? |  |
| Do all students have a Personal Academic Tutor (PAT)? Where is the PAT list and is it up to date? |  |
| Have course representatives been elected and a list compiled for future events (Staff Students Liaison Meetings [SSLMs] and Boards of Study)? |  |

# Course management

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| Questions | Tick or write the answer found |
| Have dates and agendas already been set for [Boards of Study](https://www.canterbury.ac.uk/quality-and-standards-office/continuous-improvement/boards-of-study.aspx), for SSLMs, and other course meetings? Have the appropriate people (including student reps) been invited? Any outstanding action points from previous meetings that I need to pick up? |  |
| What is the communication system in place to contact and liaise with key course administrators, module leaders, teaching team, academic link tutor (if collaborative partnership), admissions tutor (if applicable), etc. and does it need changing? |  |
| Where do I find the information I need on who teaches, including sessional staff (and their contact details)?  Are there any outstanding requests for extenuating circumstances, TLAs and LSPs that I need to know about? |  |
| Are there any outstanding student procedure cases (academic misconducts, appeals, complaints, disciplinaries, fitness to practise) I need to process? Where do I find a record of all EC and others at course level? |  |
| Has the course scheduled any events for Academic Development Week (ADW) and Personal Development Week (PDW) (or other course specific events), and have these been advertised to students and staff concerned? |  |
| Are there any extracurricular activities/groups/societies that I need to know about? |  |
| Are there any outstanding requests for [resources for the library](https://cccu.canterbury.ac.uk/library-and-learning-resources/library-and-learning-resources.aspx) that need to be chased? |  |
| Does the team know who is marking/moderating which assessment, and by which date? |  |
| Are there any issues about work placements or work -based learning that needs picking up immediately? Are there field trips or study abroad trips planned (risk assessments?) and needing support? |  |

# Course Curriculum Content and Changes

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| Questions | Tick or write the answer found |
| Have module leaders or administrators circulated module evaluations to students and have responses gathered and analysed by module leaders? |  |
| Where do I find the data I need for my course (Power BI, students’ survey results such as NSS/PTES, etc.)? |  |
| Has the [Course Continuous Improvement Plan](https://www.canterbury.ac.uk/quality-and-standards-office/continuous-improvement/continuous-improvement.aspx) (CCIP) been completed, and do some action points need a follow up? |  |
| When is my course due for Periodic Review? |  |
| Are any module/course modifications already in the pipeline that I need to know about? |  |

# External Examiner and Boards of Examiners

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| Questions | Tick or write the answer found |
| Have we received the External Examiner (EE) report? Has it been responded to? Is there any outstanding action that results from it? |  |
| Has the response to the EE report been shared with the EE and with students? |  |
| Has the EE got access to all module Blackboards so they can sample the work they wish? Have they confirmed they’ve looked what they wanted to and are happy with standards prior to the Module Achievement Boards (MABs)? Have deadlines of assessments, MABs and Progression and Award Boards (PABs) been sent to the EE? |  |
| When is the contract of my EE due to end? |  |
| When are the deadlines for webmark entry that I need to communicate to my team? When are my MAB and PAB scheduled for, and is any action outstanding to ensure students can progress / receive their award, such as checking students’ profiles? |  |

# Knowledge of University strategies, policies & procedures

Have I got a good understanding of the most updated versions of the following:

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| Questions | Tick or write the answer found |
| Overarching strategies: [University Strategic Framework](https://cccu.canterbury.ac.uk/strategic-framework/strategic-framework.aspx), [Mental Health and Wellbeing Framework,](https://cccu.canterbury.ac.uk/staff-wellbeing-and-mental-health/docs/Mental-Health-Framework.pdf) [Retention and Success Framework](https://www.canterbury.ac.uk/learning-and-teaching-enhancement/student-retention-and-success/Retention-and-Success-framework.aspx), [Graduate Attributes,](https://www.canterbury.ac.uk/learning-and-teaching-enhancement/strategies/graduate-attributes.aspx) [Future 360 Framework](https://www.canterbury.ac.uk/career-development/docs/112-CH-19-CE-framework.pdf), [Framework for Sustainability](https://cccu.canterbury.ac.uk/sustainability/sustainability.aspx), [Closing our Gap Framework](https://www.canterbury.ac.uk/students/docs/Closing-our-gap-Strategic-Framework-Aug20-A4-v1b.pdf) |  |
| Learning and Teaching: [Learning and Teaching Strategy](https://www.canterbury.ac.uk/learning-and-teaching-enhancement/strategies/learning-and-teaching-strategy.aspx), [Technology Enhanced Strategy](https://www.canterbury.ac.uk/learning-and-teaching-enhancement/strategies/technology-enhanced-learning-strategy.aspx), [PAT Policy](https://www.canterbury.ac.uk/learning-and-teaching-enhancement/policies/personal-academic-tutoring.aspx), [Student Engagement in Learning Policy](https://www.canterbury.ac.uk/learning-and-teaching-enhancement/policies/Student-Engagement-in-Learning.aspx) |  |
| [Student Procedures](https://cccu.canterbury.ac.uk/planning-and-academic-administration/registry/student-procedures/student-procedures.aspx): Extenuating Circumstances, appeals, complaints, [Academic Integrity Policy, Academic Misconduct Procedures](https://www.canterbury.ac.uk/learning-and-teaching-enhancement/policies/academic-integrity.aspx), etc. |  |
| Quality Assurance documents: [Academic Regulations and various policies](https://www.canterbury.ac.uk/quality-and-standards-office/regulations-policies-and-procedures/regulations-policies-and-procedures.aspx), including the [Marking Procedures](https://www.canterbury.ac.uk/quality-and-standards-office/regulations-policies-and-procedures/marking-procedures.aspx), [External Examiners’](https://www.canterbury.ac.uk/quality-and-standards-office/external-examiners/external-examiners.aspx) documents, etc. |  |
| Latest news: check Staffnet notices regularly |  |

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| Author | LTE |
| Version 4 | September 2022 |
| Record of Modifications | Feb 2021: addition of link to Library “Reading Lists and Resources page  June 2021: change to “Course” and “CD” |
|  | Sept 2022 – updated contact email address for course essentials. |