|  |  |
| --- | --- |
| **Program Enhancement Plan** |  |

The *Program Enhancement Plan* must be submitted as part of **Comprehensive Program Review (HE)**.

Program teams are asked to complete a *Program Enhancement Plan* and upload this for question 3.2 of the Academic Governance and Quality Questionnarie in the Course and Program System (CAPS). Please save this document to include the reference ‘Q3.2’ in the file name before uploading it. Please submit this document to your Head of School (or equivalent) and Deputy Pro Vice Chancellor Learning and Teaching for feedback and endorsment before the final version is attched to your Comprehensive Program Review record in CAPS.

A progress update on actions in the program enhancement plan will be reported to Academic Board 12 months after it has received the plan. The Program Manager is responsible for providing updates on action items to the Academic Governance team. Please use the third table in this template to provide your twelve month updates.

If you have any questions about the program enhancement plan please email [academic.governance@rmit.edu.au](mailto:academic.governance@rmit.edu.au)

|  |  |
| --- | --- |
| **Program Enhancement Plan** |  |

## Program details

|  |  |  |  |
| --- | --- | --- | --- |
| **Program code and name:** |  | | |
| **Head of School:** |  | **Date submitted:** |  |
| **Program Manager:** |  | **Date 12 month update completed:** |  |
| **Accredited program?** | If Professionally Accredited program, add name of accrediting body and next (re)accreditation date. | | |

## Program Enhancement Plan

Add enhancements in order of importance. The first item on the list is the highest priority. The Program Manager is responsible for actions.

| **#** | **Goal:**What do you want to achieve? | **Tasks:**How will you get there? | **Monitoring:** How will you track progress? | **Deadline:** By when? |
| --- | --- | --- | --- | --- |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |

## Responses to Program Enhancement Plan

This section is for any feedback from the Head of School, DPVC L&T or Academic Board members in response to the program enhancement plan (above) submitted by the Program Manager.

| **#** | **Goal** | **Response** | **Recommendation** | **Role/Initials** |
| --- | --- | --- | --- | --- |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |

## Endorsment of Program Enhancement Plan

| **Position** | **Name** | **Signature** | **Date endorsed** |
| --- | --- | --- | --- |
| Head of School (or equivalent) |  |  |  |
| Deputy Pro Vice Chancellor, Learning and Teaching |  |  |  |

## Twelve Month Update to Program Enhancement Plan

Program Manager to complete this table and submit to [academic.governance@rmit.edu.au](mailto:academic.governance@rmit.edu.au). The due date is 12 months after submission of the comprehensive review questionnaire.

| **#** | **Goal** | **Status**  *(At Risk, Not Yet Started, In Progress, Complete, No Longer Required/Appropriate)* | **Comments** | **Date of completion** |
| --- | --- | --- | --- | --- |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |