

Policy for Developing/Upgrading Course Materials

All member colleges must ensure that a regular review of infrastructure takes place with the significant college stakeholders.

The scope of the review should include those matters listed in the ACTh Institutional and Course Approval Criteria under “infrastructure”, namely, teaching facilities, administration offices and equipment, and common rooms (SM 1.2, p. 3). Library and information services are covered by the ACTh’s Library Collection Development Policy (see SM 3.1, pp. 168).

In consultation with the teaching faculty, administrative staff, students (where applicable), and the members of the college council, the executive should review the provision of course resources on the campus. Among the resources that should be included in the scope of the review are:

- Computer software and hardware in the college office and the lecturers’ offices.
- Classroom facilities, including heating and cooling, white board, markers, desks, chairs, microphones, data projectors, screens.
- The development or renovation of new of new classrooms and offices.
- Information technology for administrative staff and lecturers, such as the development of broadband throughout the campus.
- Common room facilities, including refreshments, furniture.

The executive should take account of student evaluations of teaching and learning, faculty and staff requests, and input from the student body with respect to the common room.

Action taken to upgrade resources or to develop new resources should be reported to the ACTh office by means of the member college annual report (see SM 1.6, p. 39.).

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