

## Media Guidelines – Course and School Reviews

Recently, there has been some media interest in course and school reviews. It is therefore important to have processes in place for handling this media interest and for ensuring staff are aware of what to do when approached by the media.

Prior to review:

All media inquiries should be handled by the Dean in consultation with PRUE. Inquirers from the media can be provided with information about the process being used in the review (from the guidelines), dates for the review (when they are set), terms of reference and names of members of review panels (once approved by T&LC), numbers of submissions received (all other details of submissions are confidential).

During review panel meetings:

Members of the review panel should not make any media comment. All panel discussions are confidential. Media inquiries should be referred to the Dean. At this stage, media comment should focus only on the process being followed.

After the report has been finalised:

The report is sent to the DVC or PVC(T&L) who forward it to the Dean. The Dean sends the report to Head of School and other relevant staff or Faculty groups/committees.

While the report should be considered confidential at this stage, it still needs to be made available to relevant staff within the Faculty.

After appropriate Faculty consultation, the Dean (in conjunction with the Head of School) prepares an implementation plan.

The Dean may wish to discuss the implementation plan with VCE at this stage to obtain support for planned actions and to discuss key messages that will need to be conveyed to the media after the report is released.

If there are media inquiries at this stage, the Dean may indicate that a report has been received and is being discussed. The message should be that the report is not public because it contains recommendations that may or may not be accepted and that various processes have to be worked through before the report can be released. At this stage, the Dean (in consultation with PRUE) may choose to highlight some of the main recommendations or points made in the review, particularly if this is helpful to prevent or counteract negative media coverage or speculation.

Presentation of report and implementation plan: The implementation plan and report are presented to Planning and Resources Committee and University Teaching and Learning Committee and the Research College Board (for School reviews) then Academic Senate.

The Dean should work with the PRUE to prepare a press release as the report and implementation plan are made public at the same time they are presented to key University committees.