

LIANZA Library and Information Profession Registration Board

Methodology for professional reviews of the curricula of the library and information programmes offered by Victoria University of Wellington, The Open Polytechnic of New Zealand and Te Wananga o Raukawa.

Methodology

1. Two separate professional reviews will be undertaken using different reviewers:
 - a. one of Victoria University and the Open Polytechnic;
 - b. the other of Te Wananga o Raukawa.

This is to reflect that the review of Te Wananga o Raukawa requires additional expertise in indigenous knowledge systems.

2. Please note that this is not a full programme review, as these are already carried out on a regular basis by other agencies, such as the New Zealand Qualifications Authority (NZQA) and Committee on University Academic Programmes (CUAP), a sub-committee of the New Zealand Vice Chancellors Committee (NZVCC). Summaries of these reviews can be made available.
3. The professional reviews will be undertaken by appropriate information specialists who have a deep understanding of the library and information sector; are familiar with academic programmes and are themselves Professionally Registered.
4. Two or three reviewers will form a Review Panel for undertaking the reviews. At least one reviewer will remain on the Review Panel for the next review to ensure continuity of process and assessment.
5. The Board will advise Institutions of next Recognition Review date (1 year ahead and provide indicative timeline of process which can be negotiated)
6. The Review Panel will be confirmed.
7. The Review Panel will contact Institutions to seek agreement on timelines for conducting steps 8-12 below.
8. Institutions will provide to the Review Panel the following:
 - i. A short report outlining what has changed and what has remained the same in the curriculum since the last Review
 - ii. A list of curriculum documentation available which may extend to, but is not necessarily limited to, course materials, lecture notes, lists of readings, online activities and other materials used in the delivery of the curriculum. The preferred medium is electronic where possible
 - iii. A second short report outlining the current and planned curriculum development and review processes.
9. The Review Panel will consider the short reports, and indicate in writing which curriculum documentation they require access to and will ask any questions arising at this point.
10. Curriculum documentation will be made available and will then be reviewed. The preferred medium for access to curriculum documentation is electronic, although other formats are acceptable.
11. The Review Panel will report findings to the Board and to representatives of each institution verbally at the conclusion of the review where possible.

12. All documentation supplied by the institution will remain confidential to the Review Panel.
13. The Review Panel will provide reports to the Board within 2 months of completing the review. The Board will provide each institution with a copy of its report and will seek comments from each institution.
14. Institutions will have the right to answer questions or reply to the Review Panel before a final Recommendation is made.
15. The Board is responsible for ratifying the Recommendations of the Review Panel.
16. The Board reserves the right to incorporate review findings in its planning and decision-making, and communications.

Revised September 2013