# Course Advisory Committee Policy

**Responsible Officer**

Provost

**Approved by**

Vice-Chancellor

**Approved and commenced**

October, 2017

**Review by**

October, 2020

**Relevant Legislation, Ordinance, Rule and/or Governance Level Principle**

- Governance Level Principle 12 - Academic Standards
- Ordinance 13 - Academic Senate
- Rule 1 – Rules of Awards

**Responsible Organisational Unit**

Academic Division

## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Objective</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Scope</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Policy Provisions</td>
<td>2</td>
</tr>
<tr>
<td>3.1</td>
<td>Meeting the Requirements of Professional Accrediting Bodies and Associations</td>
<td>2</td>
</tr>
<tr>
<td>3.2</td>
<td>Establishment of Course Advisory Committees</td>
<td>2</td>
</tr>
<tr>
<td>3.3</td>
<td>Composition</td>
<td>3</td>
</tr>
<tr>
<td>3.4</td>
<td>Length of Service</td>
<td>4</td>
</tr>
<tr>
<td>3.5</td>
<td>Terms of Reference</td>
<td>4</td>
</tr>
<tr>
<td>3.6</td>
<td>Meetings</td>
<td>4</td>
</tr>
<tr>
<td>3.7</td>
<td>Reporting Requirements</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Responsibilities</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Definitions and Acronyms</td>
<td>6</td>
</tr>
<tr>
<td>6</td>
<td>Versioning</td>
<td>6</td>
</tr>
</tbody>
</table>
1 Objective

The objective of this Policy is to assist Colleges of the University of Tasmania (the University) in constituting effective Course Advisory Committees and to support institutional compliance with the Higher Education Standards Framework.

2 Scope

This Policy applies to all undergraduate and postgraduate coursework courses as specified in Rule 1 - Rules of Awards.

Each course, or group of courses must be supported by a Course Advisory Committee.

Course Advisory Committees are to be established or identified during the course planning stage and will remain operative for the life-time of the course, noting that the composition of the Committee may change during that period.

3 Policy Provisions

3.1 Meeting the Requirements of Professional Accreditating Bodies and Associations

If any of the provisions of this Policy, such as membership, terms of reference and so on are found to be inconsistent with the requirements of a course’s relevant professional accrediting body or association, the requirements of the latter will prevail.

3.2 Establishment of Course Advisory Committees

The University of Tasmania (the University) recognises that course quality is maintained by ongoing quality appraisal by all stakeholders. Course Advisory Committees, by virtue of their composition, provide both external and internal expertise to monitor the currency and future readiness of courses at the University of Tasmania and ensure their alignment with directions of the profession, industry, research and discipline.

It is the responsibility of the Head of College, in collaboration with the Associate Dean (Learning and Teaching) and Heads of Academic Units, to ensure that all coursework programs offered by the College are overseen by a Course Advisory Committee during their complete life-cycle, from planning to discontinuation and teach out.

Each Course Advisory Committee will be formally established by the relevant Head of College after consultation with the Associate Dean (Learning and Teaching) and Heads of Academic Units and other disciplinary staff. Each Course Advisory Committee will be formally approved via a resolution of the College Learning and Teaching Committee.

In the interest of cost-effectiveness and efficiency, Colleges may choose to group courses to be served by a Course Advisory Committee. Suggestions for more efficient operations include:

- establishing a Course Advisory Committee for each Academic Unit, rather than for each course, OR
- establishing Course Advisory Committees by discipline, OR
• establishing Course Advisory Committees for groupings such as ‘postgraduate courses’ and ‘undergraduate courses’

3.3 Composition

The membership of a Course Advisory Committee will include:

a) One nominee of the Head of the relevant College, who will act as Chair of the Course Advisory Committee

b) At least three (3) representatives external to the University. For vocationally oriented courses or those subject to external professional accreditation, the external representatives should normally comprise at least two from professional associations, accrediting bodies, allied industries/professions or potential employer groups; and at least one with a post-secondary education background, drawn from an institution, agency, private provider or other relevant setting. For courses that are not specifically vocationally oriented, the external representatives should comprise at least three with expertise in relevant discipline areas or from potential employment areas.

c) Typically the Head of Academic Unit(s) or nominee for each Academic Unit relevant to the course is included in the Course Advisory Committee.

d) Typically the Course Coordinator relevant to the course is included in the Course Advisory Committee.

e) Normally, at least one student enrolled in the course or discipline should be included in a Course Advisory Committee. In the case of new courses, the student representative should be enrolled in a cognate course. The Course Advisory Committee Chair, in seeking to identify an appropriate student representative to a Course Advisory Committee, is encouraged to discuss their particular requirements with the Student Union President, who may assist in suggesting possible candidates.

f) One recent graduate of the course or relevant discipline.

g) For courses that include indigenous content, especially vocational courses, consideration should be given as to whether it is appropriate to appoint an Aboriginal external member to Course Advisory Committee.

   Where the decision is made not to appoint an Aboriginal external member, the reasons for non-appointment should be recorded.

An Executive Officer for each Course Advisory Committee will be appointed by the Head of the College from the College’s professional staff.

Each Course Advisory Committee should maintain a balance between members external to the University and members internal to the University. It is recommended that a Course Advisory Committee include at least one representative from a different College of the University. Depending on the ways in which courses are grouped for the Course Advisory Committees, each Head of Academic Unit and Course Coordinator may or may not be a member.
3.4 Length of Service

External members of a Course Advisory Committee will be normally appointed to a two-year term, with the opportunity to serve for a maximum of three consecutive terms. In cases where a particular external individual or office bearer is required by professional accrediting body to be represented on the Course Advisory Committee, this maximum period of membership may be waived.

3.5 Terms of Reference

The Terms of Reference of the Course Advisory Committee will typically include:

a) Review course data and contribute to annual course reports to the College Learning and Teaching Committee on the alignment of the course(s) to professional, industry and disciplinary directions and collaborative and applied research opportunities.

b) For each new course proposal, provide advice to the College regarding:
   - future directions in the discipline and industry/profession that may have an impact on the skills and knowledge needs and employment opportunities of graduates
   - professional and practice matters that impact on course design and delivery
   - likely market demand from students and employers for new course proposals
   - specialist resources, equipment and library holdings required for new course developments

c) Consider and advise on opportunities in the discipline area that align with
d) current strategic directions and the Strategic Plan for Learning and Teaching.

e) Consider and advise on features of course design that draw upon new educational and research technology consistent with the Strategic Plan for Learning and Teaching.

f) Provide input into the comprehensive course review of relevant course(s).

g) Where applicable, provide input as required for external course accreditation processes.

h) Where applicable, assist with the development of continuing education and professional development programs and such other activities to meet the needs of industry/the profession and to assist academic staff with their continuing professional development through professional and industry networks.

i) Respond to matters referred to it by the College Learning and Teaching Committee, College Management Team, Provost or the Head of the College.

3.6 Meetings

A Course Advisory Committee will convene at least annually. Meetings may not necessarily be face-to-face. Where a number of related courses are overseen by the Course Advisory Committee, it is recommended that two meetings are held annually; the first meeting of the year to provide input into future course offerings and the second meeting to review the courses within their remit.
Quorum is at least 50% with at least two external members present.

3.7 Reporting Requirements

A Course Advisory Committee must report to the College Learning and Teaching Committee after each meeting.

Advice from these meetings will form part of the College Learning and Teaching Committee’s report to the College Management Team as necessary.

Annual Summary Reports of a Course Advisory Committee’s activities will be provided by Colleges as part of course review documentation.

4 Responsibilities

The Provost is responsible for, in consultation with the Head of the College, overseeing the conduct of Course Advisory Committees.

In consultation with the Head of Academic Unit and Associate Dean (Learning and Teaching), the Head of the College is responsible for:

- Ensuring that every course is represented by a Course Advisory Committee
- Determining and establishing Course Advisory Committees.
- Nominating the Chair for each Course Advisory Committee.
- Approving the appointment of members to the Course Advisory Committees.
- Ensuring that the composition of each Course Advisory Committee is configured appropriately in consultation with Heads of Academic Units and Associate Deans (Learning and Teaching) as required.
- Expeditiously ensuring replacement members for consequential vacancies on Course Advisory Committees in consultation with Heads of Academic Unit and Associate Deans (Learning and Teaching) as required.
- Annually appointing an Executive Officer to each Course Advisory Committee from the professional staff of the College.
- Ensuring that the frequency of Course Advisory Committee meetings is monitored and that reports are produced in timely fashion.
- Ensuring that any issues arising from the operations and functioning of each Course Advisory Committee are addressed.
- Receiving annual reports from the Course Advisory Committees.
- Referring any systemic matters to the Provost.

The Chair of a Course Advisory Committee is responsible for:

- Chairing all meetings of the Course Advisory Committee.
- Overseeing the production of clear agendas and minutes of meetings.
- Authorising follow up actions emanating from meetings.
- Where appropriate, referring matters to the College Learning and Teaching Committee, Head of the College or Associate Dean (Learning and Teaching).
- Providing annual/biannual reports to the College Learning and Teaching Committee.

The members of a Course Advisory Committee are responsible for:

- Attending and participating in all meetings.
• Ensuring that the responsibilities as enunciated in the Terms of Reference are discharged.

The Executive Officer to a Course Advisory Committee is responsible for:
• Circulating agenda and papers in a timely fashion.
• Recording the meetings in formal minutes.
• Following up actions arising from the meetings.
• Ensuring that all documentation is recorded and registered through a centrally backed-up shared University storage facility.

5 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Unit</td>
<td>Means the secondary organisational unit in the Academic Structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.</td>
</tr>
<tr>
<td>College</td>
<td>Means (a) the primary organisational unit in the academic structure of the University as per Ordinance 14 – Academic Structure, or (b) the University College, or (c) in relation to courses administrated through the Academic Division, College means that Division.</td>
</tr>
<tr>
<td>Course review</td>
<td>Considers the strategic fit, financial sustainability, demand, academic merit, alignment to principles of good course design and course performance indicators.</td>
</tr>
<tr>
<td>Course Advisory Committee</td>
<td>Advisory body for a course or suite of courses.</td>
</tr>
<tr>
<td>Head of College</td>
<td>Means (a) the Executive Dean of the relevant College, or (b) in relation to the University College, the Principal of the University College, or (c) in relation to courses administered through the Academic Division, the Pro Vice-Chancellor (Learning and Teaching).</td>
</tr>
<tr>
<td>Head of Academic Unit</td>
<td>Means the Head of the relevant Academic Unit</td>
</tr>
</tbody>
</table>

6 Versioning

| Current Version              | Version 1 – Course Advisory Committee Policy (current document); approved October, 2017                                                                                                                         |