

College of Arts, Law and Education Course Advisory Committee

Terms of Reference

Version 1 – Due to commence 27 June 2022

1) Preamble

- 1.1 The College of Arts, Law and Education Course Advisory Committees bring together persons committed to excellence in teaching, research, and community engagement at the University of Tasmania. This Terms of Reference is to be used for all College of Arts, Law and Education Course Advisory Committees, with additional requirements as necessary for accredited courses.

2) New course proposals

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

3) Review of existing courses

- 3.1 Review course data and contribute to Annual Course Reports to advise on the alignment of the course(s) to professional, industry, and disciplinary directions and collaborative and applied research opportunities.
- 3.2 Advise on features of course design that draw upon new educational and research technology consistent with the current strategic plan for learning and teaching.
- 3.3 Where courses form a course nest or articulate i.e., Graduate Certificate, Graduate Diploma, Masters, the school may convene a committee that services the identified group of courses.

4) Strategic direction and professional learning

- 4.1 Advise on opportunities in the discipline area that align with current strategic directions and the Strategic Plan for learning and teaching.
- 4.2 Where applicable, advise on the development of continuing education and professional development programs and such other activities to meet the needs of industry/the profession and/or to assist academic staff with their continuing professional development through professional and industry networks.

5) External course accreditation

- 5.1 Where applicable, provide input as required for external course accreditation processes.

6) Periodic review and ad hoc input

- 6.1 Provide the Committee's view into the periodic review of relevant course(s).

- 6.2 Respond to matters referred to it from time to time by the College Learning and Teaching Committee, College Leadership Team, or Head of College.

7) Membership

7.1 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.

- a) The membership of a Course Advisory Committee will include:
- i) One nominee of the Head of the relevant College, who will act as Chair of the Course Advisory Committee.
 - ii) At least three 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 members with expertise in relevant discipline areas or from potential employment areas.
 - iii) The Head of Academic Unit(s) or nominee for each Academic Unit relevant to the course.
 - iv) The Course Coordinator relevant to the course.
 - v) At least one student enrolled in the course or discipline. 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 Tasmanian University Student Association (TUSA) President, who may assist in suggesting possible candidates.
 - vi) One recent graduate of the course or relevant discipline.
 - vii) For courses that include or are developing Indigenous content, consideration should be given to appoint an Aboriginal member. Where the decision is made not to appoint an Aboriginal member, the reasons for non-appointment should be recorded.

8) Further documentation

8.1 The [Course Advisory Committee Procedure](#) provides additional guidance.