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Purpose

This Procedure sets out the requirements, roles, and membership of Course Advisory Committees.

Colleges establish Course Advisory Committees to ensure that periodic consultation is undertaken with relevant external parties including employers, professional organisations, graduates, and community organisations, as part of the ongoing development and management of courses.

Applicable governance instruments

Instrument	Section	Principles
Higher Education Standards Framework (Threshold Standards), 2021 Cth	3.1 Course Design 5.3 Monitoring and Review	N/A
<i>Course Design and Delivery Policy</i>	1 Course Design and Delivery	1.5

Procedure

1. Guiding principles for colleges

- A Course Advisory Committee will undertake its work relative to each course, or group of courses.
- Course Advisory Committees are to be established or identified during the course planning stage and will remain operative for the lifetime of the course, noting that the composition of the Committee may change during that period.
- If any of the provisions of this Procedure, for example membership or terms of reference, are found to be inconsistent with the requirements of a relevant professional accrediting body or association, the requirements of the latter will prevail.

2. Establishment of Course Advisory Committees

The University recognises that course quality is maintained by ongoing engagement with relevant stakeholders.

Course Advisory Committees, by virtue of their composition, provide both external and internal expertise to advise on the currency and future-readiness of courses at the University of Tasmania and 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 Performance) and Heads of Academic Units, to ensure that all coursework programs offered by the College benefit from input from 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 Performance) 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 single Course Advisory Committee. Suggestions for efficient operations include establishing:

- a Course Advisory Committee for each Academic Unit, rather than for each course; OR
- Course Advisory Committees by discipline; OR
- Course Advisory Committees for groupings such as 'postgraduate courses' and 'undergraduate courses.'

3. Membership of Course Advisory Committees

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. Where possible, Course Advisory Committees must incorporate a diversity of representation.

The membership of a Course Advisory Committee will include:

- **One nominee of the Head of the relevant College**, who will act as Chair of the Course Advisory Committee.
- 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.

- Typically, the **Head of Academic Unit(s) or nominee** for each Academic Unit relevant to the course.
- Typically, the **Course Coordinator** relevant to the course.
- Normally, **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. Where appropriate, suggested candidates may come from a TUSA-aligned club or society, or from the TUSA Experience Leaders (TEs).
- **One recent graduate** of the course or relevant discipline.
- For courses that includes Indigenous content, especially vocational courses, consideration should be given as to whether it is appropriate to appoint an **Aboriginal external member** or an **internal Aboriginal scholar or staff member**, noting that some courses have a strong Indigenous component, others less so. Where the decision is made not to appoint an Aboriginal member, the reasons for non-appointment should be recorded.

Chairs of Course Advisory Committees may choose whether to allow student representatives to send a proxy to a meeting, in certain circumstances.

4. Length of service of members

External members of a Course Advisory Committee will be normally appointed to a maximum five-year term.

This maximum period of membership may be waived in cases where a specific external individual or office bearer is required by professional accrediting body to be represented on the Course Advisory Committee.

5. Committee Terms of Reference

The Terms of Reference of the Course Advisory Committee must include as a minimum:

- Reviewing course data and contributing 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.
- For each new course proposal, providing 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 may impact on course design and delivery;
 - likely market demand from students and employers for new course proposals; and
 - specialist resources, equipment and library holdings required for new course developments.
- Advising on opportunities in the discipline area that align with current strategic directions and the current strategic plan for learning and teaching.
- Advising on features of course design that draw upon new educational and research technology consistent with the current strategic plan for learning and teaching.

- Providing the Committee's view on the periodic review of relevant course(s).
- Where applicable, providing input as required for external course accreditation processes.
- Where applicable, advising 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.
- Responding to matters referred to the Committee from time to time by the College Learning and Teaching Committee, College Leadership Team, Deputy Vice-Chancellor (Education), or Head of College.

Course Advisory Committees may augment these Terms of Reference as required.

6. Committee support

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

7. Committee meetings

A Course Advisory Committee will convene at least annually. Meetings may not necessarily be face-to-face. A quorum is at least 50% with at least two external members and an enrolled student representative present.

Where the Course Advisory Committee engages around a number of courses, it is recommended that two meetings are held annually; the first meeting of the year to provide advice concerning future course offerings and the second meeting to appraise the courses within their scope.

8. Committee 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 Leadership Team as necessary.

Annual summary reports of a Course Advisory Committee's activities will be provided by Colleges as part of University-wide course monitoring and review documentation.

9. Responsibilities

The **Deputy Vice-Chancellor (Education)** is responsible for, in consultation with the Head of the College, overseeing the conduct of Course Advisory Committees.

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

- Ensuring that every course is within the scope of 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 Performance) 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 Performance) 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 a 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 or identified consequential risks to the Deputy Vice-Chancellor (Education).

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.
- Tracking the status of 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 Performance).
- Providing annual/twice yearly 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.

Versions

<u>Version</u>	Action	Approved By	Business Owner/s	Approval Date
1	Approved	Provost	Academic Executive Director	7 Dec 2020
2	Approved	Provost	Deputy Vice-Chancellor (Education)	5 April 2022
3	Approved	Deputy Vice-Chancellor (Education)	Deputy Vice-Chancellor (Education)	5 July 2022

Definitions

[Academic unit](#) | [College](#) |

REPLACED