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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
<i>Higher Education Standards Framework (Threshold Standards), 2015 Cth</i>	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

1. A Course Advisory Committee will undertake its work relative to each course, or group of courses.
2. 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.
3. If any of the provisions of this Procedure, such as membership, terms of reference and so on 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) and Heads of Academic Units, to ensure that all coursework programs offered by the College benefit, inter alia, from input from a Course Advisory Committee during their complete life-cycle, from planning to discontinuation and teachout.

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) a Course Advisory Committee for each Academic Unit, rather than for each course; OR
- b) Course Advisory Committees by discipline; OR
- c) 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.

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 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.
- c) Typically, the **Head of Academic Unit(s) or nominee** for each Academic Unit relevant to the course.
- d) Typically, the **Course Coordinator** relevant to the course.
- e) 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 Student Union President, who may assist in suggesting possible candidates.

- f) **One recent graduate** of the course or relevant discipline.
- g) 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**. Where the decision is made not to appoint an Aboriginal external member, the reasons for non-appointment should be recorded.

4 Length of Service of Members

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.

5 Committee 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 advise 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) Advise on opportunities in the discipline area that align with current strategic directions and the Strategic Plan for Learning and Teaching.
- d) Advise on features of course design that draw upon new educational and research technology consistent with the Strategic Plan for Learning and Teaching.
- e) Provide the Committee's view into the periodic review of relevant course(s).
- f) Where applicable, provide input as required for external course accreditation processes.
- g) 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.
- h) Respond to matters referred to it from time to time by the College Learning and Teaching Committee, College Management Team, Provost or Head of College.

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 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 Management 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 **Provost** 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), is responsible for:

- a) Ensuring that every course is within the scope of a Course Advisory Committee.
- b) Determining and establishing Course Advisory Committees.
- c) Nominating the Chair for each Course Advisory Committee.
- d) Approving the appointment of members to the Course Advisory Committees.
- e) 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.
- f) Exeditiously 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.
- g) Annually appointing an Executive Officer to each Course Advisory Committee from the professional staff of the College.
- h) Ensuring that the frequency of Course Advisory Committee meetings is monitored and that reports are produced in timely fashion.
- i) Ensuring that any issues arising from the operations and functioning of each Course Advisory Committee are addressed.
- j) Receiving annual reports from the Course Advisory Committees.
- k) Referring any systemic matters or identified consequential risks to the Provost.

The **Chair of a Course Advisory Committee** is responsible for:

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

The **members of a Course Advisory Committee** are responsible for:

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

The **Executive Officer** to a Course Advisory Committee is responsible for:

- a) Circulating agenda and papers in a timely fashion.
- b) Recording the meetings in formal minutes.
- c) Following up actions arising from the meetings.
- d) Ensuring that all documentation is recorded and registered through a centrally backed-up shared University storage facility.

Versions

Version	Approval Authority	Responsible Officer/s	Approval Date
1	Provost	Academic Executive Director	7 Dec 2020

Definitions

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