

TERMS OF REFERENCE

COURSE ADVISORY COMMITTEE

1 Purpose

The development of every course will be supported by a Course Advisory Committee that comprises internal ACPE academic staff and external members. The Committee will advise the CEO and Dean (or equivalent) on matters concerning the development of a new course or the reaccreditation of an existing course.

2 Functions

The course advisory committee shall provide advice on the following matters:

- i. course rationale.
- ii. professional course and vocational outcomes.
- iii. degree structure, including degree scope and sequence and the inclusion of elective strands (if relevant).
- iv. the relevance and appropriateness of course content, including benchmarking, outcomes, and assessment tasks.
- v. employment opportunities for degree graduates.
- vi. other matters as directed by the CEO and Dean (or equivalent).
- vii. following the accreditation of the course, the Course Advisory Committee may, at the discretion of the CEO and Dean (or equivalent), be invited to reconvene to consider and activate changes that have occurred in the course over time.
- viii. ongoing advice on course matters post accreditation.

3 Membership

The minimum membership of the committee is:

Ex-officio Members:

- i. CEO and Dean
- ii. Head of Department

External Members:

- i. A minimum of four members. External members should include higher education representatives and relevant industry stakeholders/employer groups.

The CEO and Dean (or equivalent) will nominate the Chair of the Committee. The Chair has the authority to co-opt additional members on a needs basis for the purpose of specialist advice. Course developers may be invited to meetings at the discretion of the Chair with rights of audience and debate.

4 Quorum

The quorum for meetings of the Committee shall be four (4) members.

5 Frequency of Meetings

The Committee will meet as required, but it is expected that the Committee will meet a minimum of three times prior to the submission of degree documentation to the Academic Board.

6 Remuneration

External members of the Committee who are not affiliated with the College may be paid a meeting fee as determined by the CEO and Dean (or equivalent). This fee is at the discretion of the parties and is intended to cover reimbursement of travel, parking and extraneous costs associated with attending meetings and other business associated with their membership of the Committee. There is otherwise no remuneration to members.

7 Administration Support

Tasks undertaken by administration support include, but are not limited to, agenda preparation, note taking and recordkeeping.

DOCUMENT ADMINISTRATION

Document Owner:		CEO and Dean
Approval Body:		Academic Board (ACPE)
Approval Date:		25 June 2018
Date for Next Review:		May 2020
Revision Date	Version	Summary of changes
02 Dec 2014	1	Document revised and approved by the Board of Directors.
25 Jun 2018	2	<ul style="list-style-type: none"> • Document format changed in line with the new document template for ACPE policies, procedures and ToRs. • Original document content revised to reflect current ACPE practices. • References to other SGA colleges have been removed. • References to Director of Education have been replaced with Dean & Operations Director. • References to Executive Director replaced with Dean and Operations Director. • References to Associate Dean (Programs and Quality) have been replaced with Dean & Operations Director. • Changes made to document format include: <ul style="list-style-type: none"> - Old logo with references to Study Group removed. - Document code, version and dates moved to 'Document Administration' section. - Paragraphs numbered. - Previous 'Further Information Section' with references to related policies moved to new 'Related Documents' section. This section includes a list of related policies, procedures, and other documents. - 'Policy Administration' section title changed to 'Document Administration'. - 'Document Administration' (previously named Policy Administration) table reformatted. - Numbering system updated. - Footer updated to include document title, document code, and document version only.
14 Mar 19	14 Mar 19	<ul style="list-style-type: none"> • References to Dean and Operations Director replaced with CEO and Dean. • References to Student Services and Learning Support Manager replaced with Director of Student Services and Campus Wellbeing.