



Course Advisory Committee - Terms of Reference

Role

The Course Advisory Committee is established by the Academic Board to develop new higher education courses, as required. As such it is an ad hoc committee that is convened on an as needs basis. It provides the Academic Board with advice in relation to the development of higher education courses.

The Course Advisory Committee reports to the Academic Board on all academic matters under its authority and any other matters referred to it by the Academic Board from time to time. The Chair shall ensure the Committee fulfills its responsibilities and that matters are followed through and action taken where appropriate.

Functions and Responsibilities

- Updates the Academic Board on recent developments and trends in specific fields of study and directions in course development, including policy development and higher education curriculum standards.
- Provides curriculum related advice on proposed higher education courses or amendment of higher education courses.
- Conducts course development processes in accordance with EIT's relevant higher education policies.
- Consults widely with students, academic staff, professional/industry leaders, and external academics on the content and directions of proposed higher education courses.
- Benchmarks proposed higher education courses against other higher education courses.
- Makes recommendations to the Academic Board concerning the quality and quantity of teaching and learning resources for the proposed higher education courses.
- Discusses current teaching methods and modes of delivery and explores options for new courses.
- Prepares course development or course review reports as required.
- Develops higher education courses and subsequent subject outlines, assessment tasks and teaching materials, in accordance with the standards required by TEQSA.
- Demonstrates that it has acted on feedback from any external reviewers that have been appointed, and justifies reasons for not including external feedback in the curriculum.

Membership

The members of the Course Advisory Committee will be appointed by the Academic Board, and will comprise a group of external academics, industry and professional leaders, and internal teaching and resourcing staff. The committee will include the following expertise:

- Academic course development, content and teaching expertise (1-2)
- Professional practice expertise (1-2)
- Online expertise (1-2)



- Additional expertise, as required. External reviewers may be requested to review the final curriculum and provide a critique.

A Chair will be appointed by the Academic Board, with significant expertise in curriculum development. The number of members will be between 4 and 7, depending on the diversity of expertise of each member.

Members will serve a term as specified by the Academic Board.

If a casual vacancy occurs, a replacement will be nominated by the Chair and members of the committee. A person appointed to fill a casual vacancy shall hold office for the remainder of the term of office of the person's predecessor.

The dismissal of a member for misconduct is based on the following three-step procedure which includes:

- First formal notice in writing
- Second formal notice in writing
- Notice of dismissal from duties.

For issues that are considered minor a conversation with the member may be appropriate; however this will not be considered part of the formal disciplinary action (although it may be referred to in a later action).

Written notice will include details of the issue and, where feasible, evidence. In a case where the disciplinary measure has been instigated by a complaint, it may be appropriate to include a copy (with identification removed) or extract of this complaint. Further disciplinary actions, such as a suspension of duties for a period of time, may also be appropriate. In such cases these actions will be included with the formal notice in writing. Every effort will be taken to ensure that notice of a disciplinary measure, whether formal or informal, will be given at an appropriate time. Notice of a disciplinary measure will be given by a designated Governance Board member

The member will be provided with an opportunity to lodge an appeal against the action. This may take the form of a meeting with the appropriate Governance Board member or a representation in person and/or in writing to the Board. The member may bring a representative to any such meeting.

Should an appeal result in a change of the disciplinary action, or removal of it, this will be confirmed in writing to the member.

Conduct which may lead to disciplinary action includes, but is not limited to:

- Failing to follow the existing rules of conduct
- Rudeness or hostility towards other members
- Poor timekeeping and unreliability
- Publicly bringing the name of EIT into disrepute
- Falsifications of any of EIT's records for personal gain



- Having a criminal record
- Commercial misrepresentation of EIT.

A list of current members of the Course Advisory Committee is provided in Appendix 1.

Meetings

The Course Advisory Committee will normally meet as many times per year as necessary, in accordance with the schedule provided by the Academic Board, at a venue to be decided by the Chair in consultation with the Course Advisory Committee members.

The Secretariat will be appointed from within the membership of the Course Advisory Committee, and will be responsible for the provision of executive and organisational support for the work of the Course Advisory Committee.

Reporting

The Course Advisory Committee shall provide a report to the Academic Board after each meeting, or as requested by the Academic Board.

Standing Orders

Meetings are in accordance with the Standing Orders outlined in Appendix 2.

Appendix 1: Current Membership

The current membership of EIT Course Advisory Committee is listed below.

COURSE ADVISORY COMMITTEE				
Role/ Position	Name	Qualifications	Experience	Internal/ External
Chair/ Staff Leader	Dr S. Shastri	B.E., M.S., PhD, MBA	<p>Lead Process Engineer (Process Principal) GHD, Perth, Since December 2008</p> <p>I have worked in a variety of roles ranging from process engineering to academia and have gained experience in a number of areas. I have worked across cultures in India, Singapore, New Zealand (as a student) and now Australia. I completed my first degree in 1989 and then worked on a project for API as part of my Masters. I started off as a process engineer and then moved to industrial research culminating in the development of a model of the complex hydrometallurgical process of hydrogen reduction of nickel. As a Research Engineer, I worked on an optimization solution for a refinery in Singapore before embarking on research into Alarm Management. The software was successfully implemented in a large refinery, and the research group has spun off into a company. In a faculty role, I had the pleasure of mentoring and developing young engineers while I continued to build strong links with industry. Entering the alternative energy industry, I led the modelling effort of the Shale to Liquid process and significantly contributed to the design of a 115,000 bpd commercial facility. In my current role, in addition to traditional process engineering support, I am developing areas of alternative energy technologies, scoping studies, and actively involved in Business Development.</p> <ol style="list-style-type: none"> 1. I have taught a variety of subjects to engineering students. These subjects include thermodynamics, industrial control systems and engineering management. I have been a teacher and a mentor to them. 2. I also deliver HAZOP training to organisations such as TIWEST 3. I have successfully mentored junior engineers making them performing members of the team both at QER and now in GHD 4. Have provided technical leadership for my team (examples: QER as process expert) 5. Have very recently developed training programs in Leadership and Gasification 6. I provide research advice to PhD students 7. I have taught Aspen HYSYS and Aspen Plus to University Students 	Internal

COURSE ADVISORY COMMITTEE				
Role/ Position	Name	Qualifications	Experience	Internal/ External
Independent	Prof Akhtar Kalam	BSc, BScEng, MS, PhD	<p>Professor Akhtar Kalam has been at Victoria University of Technology, Melbourne since 1985 and a former Deputy Dean of the Faculty of Health, Engineering and Science for 7 years.</p> <p>He has wide experience in educational institutions and industry across four continents. He received his B.Sc. and B.Sc. Engineering from Calcutta University and Aligarh Muslim University, India in 1969 and 1973 respectively. He completed his MS and Ph.D. at the University of Oklahoma, USA and the University of Bath, UK in 1975 and 1981 respectively. He has worked with Ingersoll Rand and other electrical manufacturers. He has held teaching appointments at the University of Technology, Baghdad, Iraq and Capricornia Institute of Advanced Education, Rockhampton, Queensland.</p> <p>He is regularly invited to deliver lectures, work on industrial projects and examine external thesis overseas. His major areas of interests are power system analysis, communication, control, protection and cogeneration systems. He has been actively engaged in the teaching of Energy Systems to undergraduates, postgraduates and providing professional courses to the industry both in Australia and overseas. He regularly offers professional development courses on Power System Protection, Renewable Energy and Cogeneration & Gas Turbine Operation to the Energy Supply Association of Australia (ESAA) and Australian Power Institute (API). He also runs postgraduate distance education programme on Power System Protection for the ESAA. He has conducted research, provided industrial consultancy and published over three hundred and twenty publications on his area of expertise and written over 27 books in the area. Professor Kalam is a Fellow of EA, IET and a member of IEEE.</p>	External

COURSE ADVISORY COMMITTEE				
Role/ Position	Name	Qualifications	Experience	Internal/ External
Member, Professional Engineering expertise	Mr D. MacDonald	B.Sc. 1st Class Hons. Instrument Engineering (City University London) (1965)	Retired. Senior Member of the South African Institute of Measurement and Control. Since 1975 I have worked in instrumentation for the process industries with UK contractors and with AECI Engineering Ltd, South Africa, in support of its operating companies. I have considerable experience in the design of process instrumentation including the initial proposal, design, specification and implementation of overall plant control systems. My speciality in these projects has been in the development of distributed control systems and safety shutdown systems. Member, professional practice Engineering expertise	External
Ex officio/ (Dean and CEO)	Dr Steve Mackay	PhD (Business and Education), CP Eng, FIE (Aust) BSc(ElecEng), BSc(Hons), MBA, MMR	Steve has worked in engineering throughout Australia, Europe, Africa and North America for the past 30 years. He has presented numerous industrial automation and industrial data communications courses world-wide to over 18,000 engineers and technicians, and has a particular interest in practical and leading edge aspects of marketing, business and engineering practice. PhD - The Impact of Blended Learning in Improving the Reaction, Achievement and Return on Investment of Industrial Automation Training. Awarded in 2009 by Curtin University. He is a fellow of Engineers Australia and the technical director and founder of Engineering Institute of Technology and IDC Technologies. IDC is a growing engineering training and publishing firm which has been operating from offices throughout the world since 1992. He has also acted as the author or editor of over 30 engineering textbooks sold throughout the world. He feels that all engineering businesses need to think global and to keep experimenting with new approaches. He is currently leading a team of two design engineers and four programmers in creating a new video conferencing software package with remote labs which he believes will make a marked impact on engineering training.	Internal

COURSE ADVISORY COMMITTEE				
Role/ Position	Name	Qualifications	Experience	Internal/ External
Deputy Dean	Mr Nagendra Gangadharan	MEng(Elec) Univ of Auckland; BEng (Elec&Comm) Univ Madras, India	<p>Lecturer / Workplace Assessor – Electrotechnology (August 2010 – July 2013) Charles Darwin University, Darwin, Australia.</p> <p>Eleven years (1994 – 2005) teaching experience in electronics and biomedical engineering at Diploma level. Three years (2010 – 2013) training experience in Electrotechnology apprenticeship programs in Australia. Five years (1999 – 2001, 2010 - 2012) of teaching PLC programming to diploma students in Singapore and apprentices in Australia.</p> <p>Seven years of designing & developing industrial automation applications. Three years (2007 – 2010) developing automation products for fruit industry in NZ & Australia.</p> <p>One and a half years (2005 - 2006) of developing automation control for material handling systems in NZ and Australia. Two years (1990 – 1991) of developing automation for a 110 foot luxury Yacht in NZ. Fourteen years (1991 – 2005) LabVIEW software programming experience. Certified LabVIEW Associate Developer.</p> <p>Eleven years (1994 – 2005) R&D experience in electronics and biomedical engineering fields.</p>	Internal

COURSE ADVISORY COMMITTEE				
Role/ Position	Name	Qualifications	Experience	Internal/ External
Member, professional practice Engineering expertise	Mr D Reynders	<p>Pr Eng - B Sc Eng Hons; MBA</p> <p>MBA, Graduate School of Business, University of Cape Town (1989)</p> <p>Dip Fin (Diploma in Financial Management) Damelin Management School (1988)</p> <p>B Sc Eng (Hons)(Electronic Engineering) University of Pretoria (1979)</p> <p>B Sc B Eng (Electro-Technical Engineering) University of Stellenbosch (1972)</p>	<p>IDC Technologies: Senior Engineer; August 1996 – February 1999, part-time; February 1999 – present, full-time. Head of Electrical Engineering Department 1992-1999, Eastern Cape Technikon (higher education institution – now merged with Walter Sisulu University). Deon was a member of the Academic Board, Council and Examinations Committee.</p> <p>Deon Reynders has been working in online delivery and instructional design area for the past six years for EIT. He has spent three years assisting in the design of effective online labs (both remote and virtual) in the electrical engineering, industrial data communications and industrial automation areas with a focus on mining. Although his focus in online delivery of courses has mainly been in synchronous delivery (using Blackboard Collaborate) he has spent considerable time in the asynchronous areas using the Moodle Learning Management System and other products such as Camtasia for creation of high quality videos.</p> <p>Registered with the Engineering Council of South Africa (ECSA) as a Professional Engineer (no 77005B).</p> <p>Member of IEEE (Institute of Electrical and Electronic Engineers)</p> <p>Professional engineer/general manager with 30 years experience encompassing middle management, engineering consulting, management consulting, client liaison, hardware and software development, manufacturing, systems engineering, project management, marketing, public relations and direct selling. Experience of both large and small business environments.</p> <p>Current areas of specialisation include Information Technology (IT) with an industrial focus, Industrial Networking (LAN technology), and Internet technologies and applications including TCP/IP, Voice over IP, the use of Web technologies for Process Control, OPC, Industrial Data</p>	Internal

Role/ Position	Name	Qualifications	Experience	Internal/ External
External Reviewers of Postgraduate Courses engaged to conduct a final review after the Course Advisory Committee review and development				
External Reviewer	Em Prof Alan Bradley	BEng, MEngSc, TTTC, FIEAust, CPEng	<p>Accreditation Consultant – Engineers Australia (Part Time). Professor Bradley was appointed to the position of Engineers Australia – Associate Director Accreditation in February of 2002 following a 30-year career at RMIT University holding the positions of Associate Dean and Head of Department of Communication and Electronic Engineering. His academic career included leadership of a Signal Processing Research Group within the Centre for Advanced Technology in Telecommunications.</p> <p>Professor Bradley has contributed significantly to the development of engineering education in Australia. For the Higher Education Sector he has played a key role in national reviews and strategic projects which have forged an innovative, outcomes-based educational approach.</p> <p>On behalf of the Engineers Australia Accreditation Board, for 9 years Professor Bradley managed the professional accreditation of engineering education programs implemented by Australian universities and vocational institutions both in Australia and at international campuses in Hong Kong, Malaysia and Singapore. In this role he authored key accreditation policy and management system documents, including competency standards that define detailed capabilities required for engineering graduates entering professional practice from degree and diploma based academic programs. These standards set an unprecedented, original and innovative benchmark for professional bodies in Victoria and Australia, and provide a leading edge benefit to the international engineering education community.</p> <ul style="list-style-type: none"> • Fellow - Engineers Australia • Chartered Professional Engineer - Engineers Australia 	External Reviewer

Role/ Position	Name	Qualifications	Experience	Internal/ External
External Reviewers of Postgraduate Courses engaged to conduct a final review after the Course Advisory Committee review and development				
External Reviewer	Dr Maurice Allen	B.E. (1st Hon) ChemEng; PhD; M.I.Chem.E; F.I.Chem.E;	<p>Semi retired, Engineering Education Consultant; National Qualifications Assessor, Engineers Australia. He has held academic and industry appointments, including at the School of Engineering at the University of Canterbury, as Dean of Engineering and Science at Murdoch University, a period with the Process Control Division of Honeywell Inc in Philadelphia, USA as a Senior Principal Application Engineer, and a similar period in the Australian sugar industry.</p> <p>Dr Allen's expertise is in process systems engineering, in the modelling, operation and optimisation of process systems and particularly in the process control of industrial plant. He has extensive consulting experience in Australian and New Zealand industry in the above areas.</p> <p>This background and research into computer-based learning and the identification and recognition of student learning styles has led to an ongoing commitment to engineering education. Refereed and International Papers and Presentations - 55. Other Conference Papers and Presentations - 41</p> <p>M.I.Chem.E; F.I.Chem.E; F.I.E.Aust</p>	External Reviewer

Role/ Position	Name	Qualifications	Experience	Internal/ External
External Reviewers of Postgraduate Courses engaged to conduct a final review after the Course Advisory Committee review and development				
External Reviewer	Prof Chris Cook	BSc., BE, PhD, FIEAust, CPEng	<p>Executive Dean of Engineering and Information Sciences, University of Wollongong; Board Director of CRC Rail, CRC Energy Pipelines and others.</p> <p>Professor Cook's experience spans Industry, R&D, Academia, and Education and Training and gives him a balanced understanding of technical and market imperatives and a practical understanding of how to transfer advanced technologies to Industry, both for large companies (e.g., BHP, Boeing, Xstrata, BHP Billiton) and for SME's. He has deep knowledge of the technical, cultural and training drivers, barriers, and challenges to achieving world competitiveness applying to both SME's and big business, and experience at finding ways to overcome these barriers to enable the cost-effective implementation of advanced technologies. He also has extensive experience at developing the skills pathways required to support the assimilation and practical use of advanced engineering, from Schools through TAFE and University and Continuous Professional Development after graduation.</p> <p>As Dean of Faculty of Engineering at University of Wollongong he has a leadership role in several National Research Centres. For example, the Government and Industry co-funded Cooperative Research Centre in Energy Pipelines is head-quartered in his Faculty and Wollongong supplies the expertise to its industry participants in welding, weld monitoring and materials.</p> <p>He has published over 150 peer reviewed papers, mostly internationally, holds several patents, has held several ARC grants including being a 'Chief Investigator' on 3 current ARC Linkage grants, has had numerous invitations to address international conferences, and has supervised to completion over 25 PhD students.</p> <p>Former member, Research Panel, Australian Electricity Supply Industry Research Board;</p>	External Reviewer



Appendix 2: Standing Orders

Convening of meetings

1. The Course Advisory Committee shall meet when specially called, at the direction of the Academic Board.
2. The notice of meeting and a copy of the business papers shall be circulated to each member normally at least five clear working days before the meeting. The Chair may permit additional business to be tabled at the meeting.
3. Where urgent action is required between scheduled meetings of the Course Advisory Committee, the Chair of the Course Advisory Committee may act on behalf of the Course Advisory Committee, but will report all such actions to the next scheduled meeting of the Course Advisory Committee. Non-urgent items between scheduled meetings may also be dealt with by flying minute to members of the Course Advisory Committee.
4. Any notice of motion, report or other business must be submitted in writing seven (7) clear working days before the meeting. Matters submitted after this time may be accepted at the discretion of the Chair.
5. If the Chair is of the opinion that there is insufficient business to warrant holding a normal meeting, the Chair may cancel the meeting and inform members normally at least three (3) days before the scheduled date of the meeting.
6. If after fifteen minutes of the scheduled starting time, a quorum is not present, the Chair may exercise discretion and allow the meeting to proceed, but any decisions from that meeting shall be confirmed by flying minutes to all members of the Course Advisory Committee.

Order of Business

The normal order of business at each ordinary meeting shall be:

- Welcome and confirmation of agenda items
- Confirmation of the minutes after any amendments
- Business arising from the minutes
- Correspondence
- Report from the Chair
- Reports from Officers
- Motions for which notice has been given
- Other business
- Confirmation of next meeting date and time.

Rules of Debate

Unless ruled otherwise by the Chair or resolved by the Course Advisory Committee, the Course Advisory Committee will conduct its business in committee as follows:

- A member may speak more than once on any matter at the discretion of the Chair
- The proposer of a motion can give it in writing, but may explain its sense orally



- Debate shall occur only on a formal motion before the Chair, or an amendment to such a motion. Any such motion or amendment shall be submitted in writing to the Chair but may be seconded orally.
- The Chair may participate in debate before the right of reply has been exercised
- The mover of a motion, but not an amendment, shall have the right of reply. This right of reply normally closes the debate.
- The Chair will put any motion or amendment by show of hands or ballot once they are of the opinion that it has been discussed fully.
- No member may speak to a motion, except to raise a point of order, after it has been put by the Chair and the show of hands or ballot has been taken.
- In the absence of a member who has given notice of motion, a motion shall lapse unless another member present is prepared to move it
- A motion shall be amended or withdrawn by the mover with the consent of the meeting
- Any motion or amendment not seconded shall not be debated, except for a motion from the Chair.
- An amendment that is a direct negative of the motion shall not be allowed
- Only one amendment may normally be accepted at one time
- If an amendment is carried, an amendment which is substantially the same as the original motion is out of order
- If an amendment is defeated, an amendment that is substantially the same as the original motion is out of order

The Chair

The Chair shall

- Conduct meetings of the Course Advisory Committee in the manner indicated by the Standing Orders and give all members present an opportunity to speak and vote on the business of the meeting
- Take care that the sense of the meeting is properly followed in regard to the business before the meeting
- Put motions and amendments to the vote and report the result of the vote
- Maintain order in the discussions and debate of motions and amendments
- Refuse to accept motions and amendments which are not expressed clearly
- Not refuse any amendments that are presented in proper form and relate to the motion under discussion
- Not adjourn a meeting to prevent it from coming to a decision
- Exercise discretion in all matters not elsewhere covered in these standing orders.

Quorum

A quorum will be a minimum of half the appointed members plus 1. In the case of a tied vote, the Chair has the casting vote. See 6 above re non-quorate meeting procedure.

The Minutes

The Minutes of all meetings will be recorded accurately and distributed to members normally within two (2) weeks of the specific meeting



The Minutes will normally record the following details from each meeting:

- the date, time and place of the meeting
- the nature of the meeting – ordinary, adjourned or special meeting
- the names of the Chair, members present, apologies and any persons invited to the meeting
- a summary of the business conducted, including motions and amendments put, together with the result of each vote
- the date, time and place for the next meeting.

The Minutes of each meeting shall be submitted to the following meeting for confirmation in terms of their accuracy. Any corrections must be agreed by the meeting before the Minutes are confirmed.

The confirmed Minutes shall be signed by the Chair as a true record of the proceedings of the previous meeting.

Conduct of Members

A member shall:

- speak only to the matter before the Course Advisory Committee
- not make offensive statements
- obey the Chair on questions of order during the meeting
- not disclose how other members have voted on specific motions or amendments
- Disclose to the Chair any potential, perceived or actual conflict of interest and normally vacate the meeting when any matter relating to them personally is under consideration by the meeting.
- Not release to the general public or any form of the media any specific information concerning the business of the Course Advisory Committee.
- Observe the *Statement of Principles for Members of the Course Advisory Committee*.

Statement of Principles for Members of the Course Advisory Committee

A member of the Course Advisory Committee may not, without the approval of the Chair, discuss with or disclose to a person not a member of the Course Advisory Committee:

- Any matter listed as confidential on the business papers or in the Minutes of the Course Advisory Committee
- Any personal matter affecting the individual
- Any business negotiation or other financial matter which might allow a person to profit
- Any matter concerning the promotion of another member of the Institution
- Any proposal that any person will be granted an honorary degree
- Other matters which the Course Advisory Committee or the Chair may decide are sensitive to the image, reputation or the interests of the Institution.

Amendment of Standing Orders

These Standing Orders may be amended by a motion which has been presented with due notice to all members. An absolute majority of members is required for a proposal of these orders to be changed, and submitted to the Academic Board for approval.