
Course Advisory Committee - Terms of Reference

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1.0 Role

The Course Advisory Committee (CAC) 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 and will vary in membership dependent on the related discipline of the course being developed i.e. each discipline will have a separate CAC. Each CAC 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 of the CAC shall ensure the Committee fulfills its responsibilities and that matters are followed through and action taken where appropriate.

2.0 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 for proposed/recommended teaching and learning resources for the proposed higher education courses e.g. text books, journals, library resources etc.

- 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 unit outlines 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.

3.0 Membership

The members of each 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 elected by the CAC, and should have significant expertise in curriculum development. The number of members on each CAC will be between 4 and 7, depending on the diversity of expertise of each member.

If a vacancy occurs, a replacement will be nominated by the Chair and members of the committee. The final decision on the appointment of new members will remain with the Dean and Deputy Dean.

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.

Meetings

Each active (i.e. during course development) Course Advisory Committee will normally meet as many times per year as necessary at a venue to be decided by the Chair in consultation with the Course Advisory Committee members.

A 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.

Once a CAC has completed initial course development work, and to ensure continued external input into ongoing course review and development, the CACs will reconvene every 18 months and meet as industry advisory group meetings which are combined discipline specific CACs (e.g. 1. Industrial Automation and Electrical Group CACs; 2. Mechanical Group CACs; 3. Civil Group CACs) to review all higher education courses. Due to the meeting regularity of the Board of Studies it is not considered necessary for the CACs to meet more regularly than every 18 months.

Reporting

Each Course Advisory Committee shall provide a report to the Academic Board after the completion of the course development process, or as requested by the Academic Board.

Standing Orders

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

Appendix 1: Standing Orders

Convening of meetings

1. The Course Advisory Committee shall meet when specially called, at the direction of the Academic Board, and every 18 months after the completion of initial course development.
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 3 appointed members. In the case of a tied vote, the Chair has the casting vote. See point 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.

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.