

COURSE ADVISORY COMMITTEE - TERMS OF REFERENCE

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1. Role

Course Advisory Committees are standing committees of the Academic Board of EIT. The Academic Board has delegated responsibility for EIT's higher education course development to the relevant Course Advisory Committee. The Academic Board may appoint course advisory committees for each course; for each field of education; or develop an overarching course advisory committee with sub-committees for each course or sub-discipline area. Committees will generally have the same Chair. Course Advisory Committees do not have authority to further delegate their powers.

The Course Advisory Committee reports to the Academic Board.

2. Functions and Responsibilities

The Course Advisory Committee is responsible for:

- Providing advice to the Academic Board on recent professional engineering developments and trends in specific fields of study, including higher education accreditation requirements of Engineers Australia. Benchmarking curriculum for proposed higher education courses or revision of existing courses, against other higher education courses in Australia and internationally, to inform course development and course review. Consulting widely with students, academic staff, professional/industry leaders and external academics, and using consultation feedback together with internal quality assurance data to inform course development. Receiving reports from the Learning and Teaching Committee on learning and teaching strategies to inform course development.

- Developing higher education course curriculum, unit outlines and assessment tasks in accordance with policies and procedures, and the standards required by TEQSA, the Australian Qualifications Framework and Engineers Australia.
- Consulting with relevant stakeholders to determine appropriate learning and teaching resources for courses, such as text books, recommended readings, journals, library resources etc. Undertaking annual course reviews according to a pre-determined schedule or as required by the Academic Board. Using feedback from external reviewers that have been appointed by the Academic Board to review curriculum, and making adjustments as necessary, including a rationale for not incorporating external review recommendations. Preparing course development or course review reports for the Academic Board as required.
- Undertaking any work delegated from the Academic Board in relation to course development and review and any other associated matters.
- Reporting to the Academic Board as required.

3. Membership

The members of each Course Advisory Committee shall be appointed by the Academic Board, and shall comprise external academics, industry and professional leaders, internal teaching and resourcing staff. Committees will generally have the same Chair. The Committee may consist of:

- An external Chair, who may be a member of the Academic Board (1)
- Senior higher education academics, preferably with course development experience, sub-discipline content experience, online expertise, or teaching and learning experience (2-3)
- Professional/industry representatives (1-2)
- Deputy Dean
- Internal academic staff representatives with discipline expertise
- Secretariat (no voting rights)

The term of office shall be as set out by the Academic Board. Members may be re-appointed.

Casual vacancies will be filled by nominations from the Course Advisory Committee, Academic Board, or key academic staff; pending approval from the Academic Board, ensuring that the expertise from the outgoing member is filled. Persons appointed to fill a casual vacancy shall hold office from the time that person is appointed until the expiry of the term of that person's predecessor, and are eligible for re-election.

4. Meetings

The Course Advisory Committee will meet at least annually or according to a pre-determined schedule for the year. Meetings may be conducted face-to-face, by telephone, by videoconferencing or teleconferencing technologies including online via web conferencing or similar technology.

The secretariat will be approved by the Chair.

5. Reporting

The Committee shall provide a report to the Academic Board after each meeting in the form of meeting minutes and reports.

6. Review

These terms of reference will be reviewed every 3 years. A governance review will be conducted at least every 7 years in accordance with the Higher Education Standards Framework.

7. Standing Orders

Meetings are in accordance with the Standing Orders outlined in Appendix 1.

APPENDIX 1: STANDING ORDERS

Convening of meetings

1. The Course Advisory Committee shall meet:
 - According to a pre-determined schedule.
 - When specially called, at the direction of the Academic Board or the Chair of the Course Advisory Committee.
 - When specially called, upon receipt of a written request from fifty percent of the voting membership of the Course Advisory Committee, containing a description of the business to be discussed.
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 Committee may act on behalf of the Committee, but will report all such actions to the next scheduled meeting of the Committee. Non-urgent items between scheduled meetings may also be dealt with by signed resolution by all voting members of the Course Advisory Committee (or a majority where all members aren't available).
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 signed resolution by all voting members of the Committee (or a majority where all members aren't available).

Meeting Conduct

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

- The Chair shall conduct the meeting according to the standing orders; ensure order is maintained; and give members an opportunity to speak and vote on matters tabled at the meeting.
- The order of business shall follow the agenda unless agreed otherwise.

- Matters for debate or to move a motion must be on the agenda and seconded, unless otherwise approved.
- Voting shall be by show of hands unless a secret ballot is requested.
- Members may vote by proxy if they are unable to attend. Notice of proxy may be submitted at any time prior to the commencement of the meeting.
- Matters will be passed by a majority of members.
- The Chair shall have the deciding vote if there is a tie.
- Members may speak more than once at the discretion of the Chair.
- A motion may be amended or withdrawn with the consent of the members.
- When an amendment is before the Chair, discussion shall be confined to that amendment.
- No further amendments can be made if they are substantially the same, or if the amendment is a direct negative.

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 voting members plus one. In the case of a tied vote, the Chair has the casting vote. See section 6 on non-quorate meeting procedure.

Circulating resolution

A resolution in writing signed by all the members of a Committee, in either case being at least a quorum, is as valid and effectual as if it had been passed at a meeting of the members duly called and constituted at the time the resolution was last signed and may consist of several documents in like form each signed by one or more of the members.

The Minutes

The Minutes of all meetings will be recorded accurately and confirmed at a subsequent 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:

- Keep their comments to matters before the Committee
- Attend meetings and be punctual
- Undertake review of documents prior to meetings, within timeframes requested
- Act in the best interests of the Institute and not bring the Institute into disrepute
- Exercise appropriate care and diligence
- Not make false statements or falsify records
- Act appropriately to not gain advantage for themselves or others
- Not make offensive statements or comments or behave improperly
- Shall cease speaking when called to order by the Chair
- Declare any potential conflicts of interest and stand aside from discussions and voting on such matters deemed to be a conflict of interest
- Keep all matters in confidence and not disclose any matters of business to the general public, members of staff or other associates of EIT

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.