COURSE COMMITTEE TERMS OF REFERENCE

CONTENTS

1   ESTABLISHMENT

This Committee is a sub-committee of the Curriculum Committee and will provide reports, recommendations and advice to the Curriculum Committee, Deans of School, Deputy Vice-President (Education, Strategy and Innovation), Heads of College, and Director VET Learning and Teaching.

The Course Committee structures will consist of:

- For schools and research –

  o each College must have only one Course Committee, or

  o the School can choose to have one Course Committee for the entire School.

- For business areas outside of the Schools offering courses –

  o each business area must have one Course Committee for all courses that it offers.

Each committee is responsible for all higher education qualifications, research qualifications, vocational education and training (VET) qualifications, accredited VET skill sets and credit-bearing short courses and micro-credentials offered by that College/School/business area.

Deans, Associate Deans and Directors of business areas offering qualifications, accredited VET skill sets and/or credit-bearing short courses or micro-credentials can establish Course Committees, by recommending to the Curriculum Committee for approval:

- the name of the Committee (to be named the [name of College/School/business area] Course Committee)
- Chair
- Secretary
- membership, and
- courses to be considered by the Committee.

This ensures the Curriculum Committee is briefed on its sub-committees and the necessary information is collated to support the University's Academic Information Management System (AIMS) workflows.

2 FUNCTIONS AND RESPONSIBILITIES

A Course Committee's functions and responsibilities are to:

2.1 Recommend the development, content, implementation, improvement and resourcing of qualifications, VET accredited skill sets, and credit-bearing short courses and micro-credentials offered by the College/School/business area.

2.2 For higher education and research coursework qualifications, prepare course assessment breakdowns, results and grade distributions, moderation and status reports for all relevant qualifications and for submission to the assessment meeting of the Curriculum Committee at the conclusion of each term.

2.3 Monitor engagement with industry and professional bodies as required to inform course content and improvement, and the inclusion of engagement evidence in annual course enhancement reports, and consult with the relevant Course Reference Committee and/or Discipline Training Area, and other discipline-based groups as appropriate.

2.4 Undertake academic planning and development in relation to the qualifications, VET accredited skill sets, and credit-bearing short courses and micro-credentials offered by the College/School/business area, including but not limited to:

a) developing proposals for qualifications and units in compliance with CQUniversity's Higher Education Qualifications Policy and Procedure, Vocational Education and Training (VET) Qualifications (Scope of Registration) Policy and Procedure, and the Non-Award Courses and Micro-credentials Policy and Procedure

b) ensuring such proposals demonstrate consideration of:

- compliance with academic standards indicative within the Higher Education Standards Framework (Threshold Standards) 2021 (Cwlth) and Standards for Registered Training Organisations (RTOs) 2015 (Cwlth)

- adherence to the Australian Qualifications Framework (AQF) and its regulations, and

- where appropriate, consistency with the Assessment Policy and Procedures (Higher Education Coursework) or Student Assessment Procedure (VET)

c) considering proposals for qualifications and units for recommendation to the Curriculum Committee

d) where appropriate and in accordance with the Vocational Education and Training (VET) Qualifications (Scope of Registration) Policy and Procedure, note proposals for new qualifications and updates to qualifications resulting from a formal direction by the Australian Skills Quality Authority, and

e) ensuring such proposals are developed and reviewed in accord with prescribed University deadlines, including AIMS Significant Dates and associated task deadlines.

2.5 Undertake academic planning and enhancement in relation to the qualifications, VET accredited skill sets, and credit-bearing short courses and micro-credentials (including constituent units) within the Committee's responsibilities, including but not limited to:

a) consideration of unit evaluation/s and other forms of student feedback

b) curriculum materials, training and assessment strategies and other learning resources

c) benchmarking course learning outcomes with national and international comparators that are consistent with the level and field of education of the qualification awarded

d) information in relation to admissions requirements and expectations

e) attrition, progression and completion rates

f) grade distribution and moderation

g) market research and demand

h) consistent implementation of academic and teaching standards and information

i) fostering a culture of reflective practice and continuous quality improvement among all employees, and

j) fostering a culture of collaboration between higher education and VET employees to develop and align qualifications that facilitate pathways for students consistent with the University's identified comprehensive curriculum models[1].

2.6 Advise the Dean of School/head of the business area (or equivalent) on the adequacy and deployment of resources to achieve the University's mission and strategic objectives for the relevant qualifications.

2.7 Act on matters referred by the relevant Dean of School/head of the business area (or equivalent), Course Reference Committee, Discipline Training Area or other discipline-based groups.

3 DELEGATED AUTHORITIES

Academic Board has delegated to Course Committees the authority to:

- accredit changes to units for higher education and enabling courses

- approve proposals for superseded VET courses within the University's scope of registration

- approve proposals to add or remove third party delivery for VET courses

- approve proposals for new VET accredited skill sets within the University's scope of registration

- approve proposals for new, updated and terminated VET accredited short courses

- approve new, updated and terminated credit-bearing non-award courses and micro-credentials

- approve Annual Unit Enhancement Reports[2] and Annual Course Enhancement Reports[3]

- approve end of term Unit Coordinator reports

- determine schedules of exemptions and academic standing of students in qualifications within the Committee's remit

- oversee articulation agreements and internal pathways in accordance with the Articulations Policy and Procedure

- approve annual Micro-credential Review Reports for credit-bearing micro-credentials

- approve proposals to re-approve credit-bearing non-award courses following the completion of a five-yearly review.

---

[1] The University's identified comprehensive curriculum models are detailed in the relevant section of the Higher Education Qualifications Policy and Procedure.
[2] Annual Unit Enhancement Reports do not apply to VET units or micro-credentials.
[3] Annual Course Enhancement Reports do not apply to VET courses or micro-credentials. This delegated authority is a trial approved by Curriculum (formerly known as Education) Committee in June 2020.

4   REFERRAL OF MATTERS

Course Committees may refer any item to the Curriculum Committee or the Education Strategy and Innovation Committee (if necessary) for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees or officers as appropriate.

5   SUB-COMMITTEES

Course Committees may establish standing or ad hoc sub-committees and approve their terms of reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees. The terms of reference of any sub-committee which has a role in the University's academic governance processes must be approved by Academic Board.

Course Committees will receive reports from their sub-committees and be responsible for monitoring and evaluating each sub-committee's activities against their functions and responsibilities.

6   MEMBERSHIP AND TERMS OF OFFICE

School and college course commitees

This committee type will comprise:

Ex-officio members:

- Deputy Dean Learning and Teaching (or equivalent)
- VET Manager
- Heads of College, if relevant to the Committee's establishment
- Heads of Course[4], and
- Qualification Coordinators/Course Managers.

Nominated members:

- Unit Coordinator and/or Lead Vocational Teacher representatives of the units within the qualifications under the Committee's remit, nominated by the relevant Head of Course and/or VET Manager and/or Qualification Coordinator/Course Manager
- Course Adviser representatives of the qualifications under the Committee's remit, nominated by the Coordinator Course Advice

Co-opted members:

- student representatives (the number to be determined by each School or equivalent) may be co-opted from the cohort of students currently enrolled in the qualifications under the Committee's remit
- VET educators and/or academic and/or professional employee representatives independent from the qualifications under the committee's remit
- additional members the Committee may co-opt over time to provide input into particular matters.

Research course committee

This committee type will comprise:

Ex-officio members:

- Dean School of Graduate Research
- one Postgraduate Research Coordinator, or equivalent research leadership position, from each of the Tertiary Education Schools that host research higher degree candidates

---

[4] Includes equivalent positions such as Academic Leads.

Nominated members:

- one academic representative of research coursework units, nominated by the Chair.

Co-opted members:

- student representatives (the number to be determined by the Chair) may be co-opted from the cohort of students currently enrolled in the qualifications under the Committee's remit, and
- additional members the Committee may co-opt over time to provide input into particular matters.

Business area course committees

This committee type will comprise:

Ex-officio members:

- Associate Dean/Director (or equivalent) responsible for the qualifications under the Committee's remit
- Deputy Dean Learning and Teaching (or equivalent) and/or VET Manager responsible for the qualifications under the Committee's remit
- Heads of Course (or equivalent), and
- Qualification Coordinators/Course Managers.

Nominated members:

- Unit Coordinator and/or Lead Vocational Teacher representatives of the units within the qualifications under the Committee's remit, nominated by the relevant Head of Course and/or VET Manager, and
- Course Adviser representatives of the qualification or cognate suite of qualifications under the Committee's remit, nominated by the Coordinator Course Advice

Co-opted members:

- student representatives (the number to be determined by each area) may be co-opted from the cohort of students currently enrolled in the qualifications under the Committee's remit
- VET educators and/or academic and/or professional employee representatives independent from the qualifications under the committee's remit, and
- additional members the Committee may co-opt over time to provide input into particular matters.

Membership requirements and terms of office

The membership must include a balance of employees representing the qualifications, short courses and micro-credentials covered by the Committee.

All members are expected to represent and maintain effective communications between their business area and this Committee, as appropriate.

New members will, on their appointment, receive relevant induction information and briefings to assist them to meet their Committee responsibilities.

Terms of office

Ex-officio members will serve for the duration of their appointment. Ex-officio members may send a nominee when unable to attend meetings or nominate a standing nominee with the Chair's approval.

Nominated members will serve for a term of two years. To ensure continuity of Committee operations, one half of the elected members will initially serve for a term of one year, with all elected members subsequently serving for a term of two years.

Co-opted members, excluding student representatives, may serve for a term determined by the Chair, which will not be less than one year or longer than three years. Co-opted members may serve an indefinite number of terms.

Student representatives will serve for a term of one year and may serve no more than two terms. To retain membership, the student representative must maintain their enrolment with the University within a qualification of the Committee.

Leave of absence

Where a member is aware that they will be absent from the University and unable to attend Committee meetings for an extended period, the member may apply to the Chair for leave of absence for the period. For the purpose of calculating membership and quorum, the membership will be reduced by the number of members on approved leave of absence at the time of the meeting.

7 RIGHTS OF AUDIENCE AND DEBATE

Course Committees may extend rights of audience and debate on a standing or ad hoc basis.

Those holding the following or equivalent positions (or their nominee) will have standing rights of audience and debate at meetings:

- Deputy Deans Learning and Teaching
- Deputy Deans Research
- Qualification Coordinators/Course Managers
- College Coordinators
- Student Ombudsman
- Appropriate academic line managers
- Director Social Innovation
- Associate Director Insights and Recruitment
- Associate Director Library
- Academic Pathways Officer.

Employees and external stakeholders may request the opportunity to address Course Committees at any time. The Chair will consider and determine these requests.

8 OBSERVERS

Observers are welcome with the Chair's prior permission and provided they advise the Secretary in advance.

Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by the Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in closed session.

9 CHAIR AND DEPUTY CHAIR

The Chair will be:

- Head of College for College Course Committees
- Deputy Dean Learning and Teaching/Associate Deputy Dean Learning and Teaching for School Course Committees
- Dean School of Graduate Research for the Research Course Committee
- Director (or equivalent) for Business Area Course Committee/s.

The Deputy Chair will be appointed by and from the Committee members. The Deputy Chair will serve a term of two years.

The Chair will nominate an alternate Chair if the Chair and Deputy Chair are unable to attend a scheduled meeting.

10   SECRETARY

The Dean of School (or equivalent)/head of the business area will nominate the Secretary.

11   EXECUTIVE COMMITTEE

Course Committees will have an Executive Committee, empowered to act between meetings where urgent business arises, and to form ad hoc sub-committees if required. Executive Committee decisions will be reported to this Committee at the next scheduled meeting.

The Executive Committee will comprise:

- Ex-officio members

- one Committee member, appointed by and from the Committee members.

12   CASUAL VACANCIES

A casual vacancy for nominated members will be filled in accordance with the original requirements.

13   REMOVAL OF A MEMBER FROM OFFICE

Course Committees may terminate a person's membership for misconduct by a vote of two-thirds of those present at a committee meeting called in accordance with these terms of reference, and for which due notice of the motion to terminate the person's membership has been given.

Where a member or their nominee does not attend three consecutive meetings without adequate cause, that person's membership may be terminated. A person whose membership has been terminated may apply to the Executive Committee to have their membership reinstated.

14   QUORUM

The quorum for a Committee meeting will be 50 per cent of the membership, plus one. The quorum must at all times include at least one representative of the types of qualifications considered by the Committee.

Where a loss of quorum is identified, the meeting may be adjourned until a time the Chair determines. Any matters for decision considered when the meeting is inquorate must be subsequently ratified by the Executive Committee or at the next Committee meeting before those decisions can be actioned.

15   CONFLICT OF INTEREST

Members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Committee's agenda.

If the Chair or Committee deems a member to have a conflict of interest in a matter before the Committee, the member will be excused from committee discussions and deliberations on that matter.

Further details on identifying and dealing with a conflict of interest are provided in the Conflict of Interest Policy and Procedure.

16   MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. Meetings should be scheduled in accord with prescribed University deadlines, including AIMS Significant Dates and associated task deadlines.

Committee decisions may be made at a duly called and constituted meeting, or by a resolution in writing (flying minute) to the Executive Committee and electronically approved by at least a quorum of the Executive Committee members.

Committee members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

17   AGENDAS AND MINUTES

Agenda papers will be distributed at least three working days before the meeting, via the Committee page on StaffNet. Members will be notified by email of the location and availability of material. Members are encouraged to view the agenda electronically during the meeting.

Only with the Chair's permission will late papers or the tabling of papers be accepted. All papers must be submitted to the Secretary by the specified submission deadline.

Committee records are subject to the Queensland *Public Records Act 2002* and must be retained by the Secretary in accordance with the University's Records Management Policy and Procedure.

Minutes are to be prepared from each meeting. The Chair will review the draft minutes and action sheet of each meeting, after which the Secretary will circulate the documents to all committee members and include them in the agenda papers for the next meeting.

18   EVALUATION AND REVIEW

To ensure Course Committees are fulfilling their duties, they will undertake an annual self-assessment of their performance against these terms of reference and provide that information to the Curriculum Committee, along with any information the Curriculum Committee requests to facilitate its review of this Committee's performance and its membership.

19   RELATED DOCUMENTS

Assessment Policy and Procedures (Higher Education Coursework)

Higher Education Qualifications Policy and Procedure

Higher Education Standards Framework (Threshold Standards) 2021 (Cwlth)

Non-Award Courses and Micro-credentials Policy and Procedure

Standards for Registered Training Organisations (RTOs) 2015 (Cwlth)

Student Assessment Procedure (VET)

Vocational Education and Training (VET) Qualifications Scope of Registration Policy and Procedure

20   FEEDBACK

Feedback about this document can be emailed to policy@cqu.edu.au.

21 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Delegated Approval Authority	N/A
Advisory Committee	Curriculum Committee
Required Consultation	N/A
Administrator	Director Governance
Next Review Date	29/07/2023

Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 27/11/2008 (effective 1 January 2009)
Amendment Authority and Date	Academic Board 25/11/2009; Academic Board 16/11/2011; Academic Board 13/11/2013; Academic Board 26/03/2014; Administrative Update Director, Governance 3/02/2015; Academic Board 27/05/2015; Administrative update Director, Governance 15/12/2016; Academic Board 24/05/2017; Academic Board 29/07/2020; Director Governance 01/09/2020; Academic Board 25/09/2020; Director Governance 20/12/2021.
Notes	This committee was first created as the Program Operational Team, became the Program Committee on 25/11/2009, became the Program and Course Committee on 27/05/2015, and became the Course Committee on 15/12/2016.