

# COURSE REFERENCE COMMITTEE TERMS OF REFERENCE



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## 1 ESTABLISHMENT

Academic Board established Course Reference Committees as part of CQUniversity's academic governance structure to provide reports and advice to the relevant Course Committee.

Each course or suite of cognate courses<sup>1</sup> and/or discipline groups must have a Course Reference Committee. These committees apply to higher education coursework and research higher degree courses only.

## 2 FUNCTIONS AND RESPONSIBILITIES

This Committee's functions and responsibilities are to:

- 2.1 Consult with the relevant Course Committee and Discipline Committee, if applicable.
- 2.2 Provide advice regarding the adequacy of the course/s in consideration of industry, government and community needs, including proposals for revised or new units or courses, to the relevant Dean of School (or equivalent) and Head of College (where relevant), and relevant Course Committee and Discipline Committee, if applicable.
- 2.3 Facilitate ongoing review of content and relevance, implementation and performance of courses or suite of cognate courses.

<sup>1</sup> 'Cognate courses' refer to a group of courses which share cognate fields of academic study, i.e. the academic areas that are dealt with are allied in characteristic.

- 2.4 Oversee through a general consultative process the academic planning and development in relation to the course/s, including advice to the Chair of the relevant Course Committee and Discipline Committee, if applicable, on matters in relation to the curriculum.
- 2.5 Ensure proposals for new or changed courses consider evidence of:
  - a) compliance with academic standards indicated within the [Higher Education Standards Framework \(Threshold Standards\) 2021](#) (Cwth)
  - b) compliance with relevant professional accreditation or learned society accreditation requirements
  - c) adherence to the [Australian Qualifications Framework](#) (AQF) and its regulations, and
  - d) graduate outcomes and core graduate attributes.
- 2.6 Advise on the forms of assessment to be used for the course and contributing units.
- 2.7 Where relevant, participate in the professional or external accreditation process for the course/s.
- 2.8 Where relevant, participate in external referencing processes (including benchmarking).<sup>2</sup>
- 2.9 Act upon matters referred to it by the relevant Dean of School (or equivalent), Head of College or Head of Course.

### **3 REFERRAL OF MATTERS**

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

### **4 MEMBERSHIP AND TERMS OF OFFICE**

#### **School and college course reference committees**

This Committee type shall comprise:

Ex-officio members:

- Deputy Dean Learning and Teaching (or equivalent) or nominee, and
- Head of College, where relevant
- Head of Course/s responsible for the relevant course/s.

Appointed members:

- University academic/teaching employees with competency relevant to the course (the number of representatives will be set by the Chair)
- External members from a range of interested parties<sup>3</sup> (the number of representatives will be set by the Chair).
- Two external academics from cognate course areas, where the Committee undertakes external referencing.

#### **Research course reference committee**

This Committee type shall comprise:

Ex-officio members:

- Dean School of Graduate Research, and
- Head of Course/s responsible for the relevant course/s.

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<sup>2</sup> Committee membership must comprise two external academics from another higher education provider with experience in the relevant course area/s in order to undertake this activity.

<sup>3</sup> Including practitioners, employers, community representatives and academic employees from other institutions.

Appointed members:

- University academic/teaching employees with competency relevant to the course (the number of representatives will be set by the Chair)
- External members from a range of interested parties<sup>4</sup> (the number of representatives will be set by the Chair).
- Two external academics from cognate course areas, where the Committee undertakes external referencing.

## **Membership requirements and terms of office**

The Chair will advise details of the Course Reference Committee membership to the relevant Course Committee.

All members are expected to represent and maintain effective communications between their organisational 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.

### **Term of office**

Ex-officio members shall serve for the duration of their appointment. Ex-officio members may nominate a standing nominee with the Chair's approval.

Appointed members will be appointed for a period of two years by the relevant Deputy Dean Learning and Teaching (or equivalent).

## **5 RIGHTS OF AUDIENCE AND DEBATE**

This Committee may extend rights of audience and debate on a standing or ad hoc basis. Attendees with rights of audience and debate may participate in meetings, but have no voting rights.

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

- Deputy Deans Learning and Teaching from other Schools, and
- Members of the relevant Course Committee
- Educational Developers (where relevant)
- Adjunct employees of the University, or employees responsible for delivering lectures/teaching into University courses on a regular basis.

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

## **6 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.

## **7 CHAIR**

The Chair shall be

- appointed by the relevant Dean (or equivalent) for School and College Course Reference Committees
- Dean School of Graduate Studies for the Research Course Reference Committee.

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<sup>4</sup> Including practitioners, employers, community representatives and academic employees from other institutions.

The Chair shall serve for a term of office of two years.

The Chair shall nominate an alternate Chair if the Chair is unable to attend a scheduled meeting.

## **8 SECRETARY**

The Dean of School (or equivalent) shall nominate the Secretary.

## **9 CASUAL VACANCIES**

A casual vacancy for appointed members shall be filled in accordance with the original requirements.

## **10 REMOVAL OF A MEMBER FROM OFFICE**

This Committee 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 who has their membership terminated may apply to the Committee to have their membership reinstated.

## **11 QUORUM**

The quorum for a committee meeting shall be 50 per cent of the membership, plus one.

Where a loss of quorum is identified, the meeting may be adjourned until a time the Chair determines.

## **12 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 agenda.

If the Chair or Committee deems a member to have a conflict of interest in a matter before this 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](#).

## **13 MEETINGS**

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. Meetings shall be held at least once per year.

Committee decisions may be made at a duly called and constituted meeting, or by a resolution in writing to all members and electronically signed by at least a quorum of 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.

## **14 AGENDAS AND MINUTES**

Agenda papers will be distributed at least five 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 must 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.

## 15 EVALUATION AND REVIEW

Where meetings are held at least three times per year, to ensure the Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against these terms of reference and provide that information to the relevant Course Committee and Curriculum Committee, along with any information the relevant Course Committee and/or Curriculum Committee requests to facilitate its review of the Committee's performance and its membership.

Where two meetings or less are held per year, the Committee is not required to undertake an annual self-assessment.

## 16 FEEDBACK

Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 17 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Delegated Approval Authority	N/A
Advisory Committee	Curriculum Committee
Administrator	Director Governance
Next Review Date	26/05/2024

Approval and Amendment History	Details
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Notes	This document was formerly known the Program Reference Committee Terms of Reference (updated 15/12/2016).