

COURSE COMMITTEE TERMS OF REFERENCE



Contents

1	ESTABLISHMENT	1
2	FUNCTIONS AND RESPONSIBILITIES	1
3	DELEGATED AUTHORITIES	3
4	REFERRAL OF MATTERS.....	3
5	SUB-COMMITTEES.....	3
6	MEMBERSHIP AND TERMS OF OFFICE	3
7	RIGHTS OF AUDIENCE AND DEBATE	4
8	CHAIR AND DEPUTY CHAIR	4
9	SECRETARY	5
10	EXECUTIVE COMMITTEE	5
11	CASUAL VACANCIES	5
12	REMOVAL OF A MEMBER FROM OFFICE	5
13	QUORUM.....	5
14	CONFLICT OF INTEREST	5
15	MEETINGS	5
16	ACCESS TO RESOURCES	6
17	OBSERVERS.....	6
18	AGENDAS AND MINUTES.....	6
19	EVALUATION AND REVIEW	6
20	FEEDBACK.....	6
21	APPROVAL AND REVIEW DETAILS.....	7

1 ESTABLISHMENT

Academic Board established this committee as part of the University's academic governance structure to provide reports and/or advice to the Education Committee, Deans of School, Pro Vice-Chancellor (Learning and Teaching) and Pro Vice-Chancellor (VET Operations and Growth).

Each CQUniversity qualification or suite of cognate qualifications¹ is required to have its own Course Committee and shall be established by the relevant Dean of School (or equivalent).

Each committee may include higher education coursework qualifications² and vocational education and training (VET) qualifications where synergies can be identified. As a comprehensive university, this approach is strongly encouraged, however, where synergies cannot be identified, qualifications similar in discipline or teaching area may require higher education coursework and VET specific committees. Deans of School are responsible for determining the appropriate format of each committee within their discipline and teaching areas.

2 FUNCTIONS AND RESPONSIBILITIES

The Committee's functions and responsibilities are to:

- 2.1 recommend the development, content, implementation, performance and resourcing of relevant higher education coursework and/or VET qualifications and their constituent units to the Dean of School (or equivalent).

¹ 'Cognate qualifications' refer to a group of qualifications that share cognate fields of study, i.e. the discipline areas that are dealt with are allied in characteristic.

² For the purpose of these Terms of Reference, higher education coursework qualifications include non-award courses.

- 2.2 for higher education 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 Education Committee at the conclusion of each term.
- 2.3 consult with the relevant Course Reference Committee and/or Discipline/Vocational Training Area, and other discipline-based groups as appropriate.
- 2.4 undertake academic planning and development in relation to the relevant higher education coursework and/or VET qualifications, 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 Programs Policy and Procedure](#)
 - b) ensuring such proposals demonstrate consideration of:
 - compliance with academic standards indicative within the [Higher Education Standards Framework](#) and [VET Quality Framework](#)
 - adherence to the [Australian Qualifications Framework](#) (AQF) and its regulations, and
 - where appropriate, consistency with the [Assessment Policy and Procedures \(Higher Education Coursework\)](#)³
 - c) considering proposals for qualifications and units for recommendation to the Education Committee, and
 - 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](#).
- 2.5 undertake academic planning and enhancement in relation to the relevant higher education coursework qualifications and/or VET qualifications and constituent units, 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 staff, and
 - j) fostering a culture of collaboration between all higher education and VET staff to develop and align qualifications that facilitate pathways for students consistent with the University's identified comprehensive curriculum models⁴.
- 2.6 advise the Dean of School (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 to it by the relevant Dean of School (or equivalent), Course Reference Committee, Discipline/Vocational Training Area or other discipline-based groups.

³ The [Assessment Policy and Procedure \(Higher Education Coursework\)](#) applies only to higher education coursework qualifications and does not apply to VET qualifications.

⁴ The University's identified comprehensive curriculum models are detailed in the relevant section of the [Higher Education Qualifications Policy and Procedure](#).

3 DELEGATED AUTHORITIES

Academic Board has delegated to the Committee the authority to:

- accredit changes to higher education coursework units
- approve Annual Unit Enhancement Reports⁵
- determine schedules of exemptions and academic standing of students in higher education coursework qualifications, and
- approve articulation agreements and internal pathways in accordance with the [Articulations Policy and Procedure](#).

4 REFERRAL OF MATTERS

The Committee may refer any item to the Education Committee or the Learning and Teaching 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

The Committee 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.

The Committee shall receive reports from its 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

The Committee shall comprise:

Ex-officio members:

- Deputy Dean - Learning and Teaching (or equivalent) and/or Deputy Dean - VET responsible for the qualification or cognate suite of qualifications under the Committee's remit
- Head of Course (non-award and higher education) responsible for the qualification or cognate suite of qualifications under the Committee's remit, as determined by the relevant Dean of School, and
- Discipline Manager and/or Qualification Coordinator responsible for the qualification or cognate suite of qualifications under the Committee's remit, as determined by the relevant Dean of School.

Nominated members:

- Unit Coordinator and/or Lead Vocational Teacher representatives of the units within the qualification or cognate suite of qualifications under the Committee's remit, nominated by the relevant Head of Course and/or Discipline Manager and/or Qualification Coordinator
- Discipline Manager and/or Qualification Coordinator representatives of the equivalent VET qualification or cognate suite of qualifications under the Committee's remit, where the Committee comprises only higher education coursework qualifications, and
- Head of Course and/or Unit Coordinator representatives of the higher education coursework equivalent qualification or cognate suite of qualifications under the Committee's remit, where the Committee comprises only VET qualifications, and
- Student Advisor representatives of the qualification or cognate suite of qualifications under the Committee's remit, nominated by the Director, Student Experience.

⁵ Annual Unit Enhancement Reports apply only to higher education coursework units and do not apply to VET units.

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 qualification or cognate suite of qualifications under the Committee's remit, and
- Additional members the Committee may co-opt over time to provide input into particular matters.

The membership of all committees must include a balance of staff representing higher education coursework and vocational education and training interests.

Cross-disciplinary qualifications shall be overseen by a committee with appropriate cross-disciplinary membership who shall advise appropriate Divisions and organisational areas on matters pertaining to these qualifications.

Ex-officio members may send a nominee when unable to attend a meeting, or nominate a standing nominee.

Appointed members shall serve for a term of two years. Nominated members shall serve for a term of two years. Student members shall serve for a term of one year. To retain membership, the student member must maintain their enrolment with the University.

The Committee's membership must include appropriate gender representation.

7 RIGHTS OF AUDIENCE AND DEBATE

The Committee may extend rights of audience and debate on a standing or ad hoc basis.

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

- Members of the Vice-Chancellor's Advisory Committee
- Deputy Deans - Learning and Teaching
- Deputy Deans - VET
- Discipline Managers and/or Qualification Coordinators
- Student Ombudsman, and
- Appropriate academic line managers.

The Committee may seek advice from other staff members and external stakeholders, and they may be invited by the Chair to attend meetings with full rights of audience and debate.

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

8 CHAIR AND DEPUTY CHAIR

Where the Committee comprises higher education coursework and VET qualifications, the Chair shall be the Deputy Dean - Learning and Teaching or Deputy Dean - VET of the host School, or their nominee. The Committee may wish to adopt a co-chair approach whereby the relevant Deputy Dean - Learning and Teaching and Deputy Dean - VET will undertake the role at alternative meetings, or may select a single Chair upon mutual agreement.

Where the Committee comprises only higher education coursework qualifications, the Chair shall be the Deputy Dean - Learning and Teaching of the host School, or their nominee.

Where the Committee comprises only VET qualifications, the Chair shall be the Deputy Dean – VET of the host School, or their nominee. For qualifications that are not hosted by a single School, the relevant Head of Course or Discipline Manager and/or Qualification Coordinator shall be the Chair.

The Chair shall serve for the duration of their appointment to the Committee.

The Committee shall nominate one of their members to be the Deputy Chair. This nomination will be submitted to the Dean of School (or equivalent) for approval.

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

9 SECRETARY

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

10 EXECUTIVE COMMITTEE

The Committee shall 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 shall comprise the ex-officio members.

11 CASUAL VACANCIES

A casual vacancy shall be filled in accordance with the [Election of Members to University Committees Procedure](#) or the original nomination requirements.

12 REMOVAL OF A MEMBER FROM OFFICE

The 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 whose membership has been terminated may apply to the Committee to have their membership reinstated.

13 QUORUM

The quorum for a Committee meeting shall be 50% of the membership, plus one. The quorum must at all times include at least one representative of the University's higher education and vocational education and training operations.

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.

14 CONFLICT OF INTEREST

Committee 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](#).

15 MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means.

Committee meetings shall meet regularly as determined annually in advance by the Committee.

Committee decisions may be made at a duly called and constituted meeting, or by a resolution in writing to all members and physically or 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.

16 ACCESS TO RESOURCES

Committee members will be provided with access to any resources they reasonably require to fulfil their duties as a committee member.

17 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.

18 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed five working days before the meeting, via StaffNet. Members will be notified by email of the location and availability of material. Members are encouraged to bring laptops, iPads or similar to the meetings and view the agenda online 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.

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.

19 EVALUATION AND REVIEW

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 Education Committee, along with any information the Education Committee requests to facilitate its review of the Committee's performance and its membership.

The Administrator shall review these terms of reference every two years, in conjunction with the Committee, and provide a report, including any recommendations, to the Education Committee.

20 FEEDBACK

University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

21 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Education Committee
Administrator	Director, Governance
Next Review Date	24/05/2019

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 03/02/2015; Academic Board 27/05/2015; Administrative update Director, Governance 15/12/2016; Academic Board 24/05/2017.
Notes	This document was previously known as the Program and Course Committee Terms of Reference.