

# COURSE REFERENCE COMMITTEE TERMS OF REFERENCE



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## 1 ESTABLISHMENT

Academic Board established this committee as part of the University'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 is required to have a Course Reference Committee.

## 2 FUNCTIONS AND RESPONSIBILITIES

The Committee's functions and responsibilities are to:

- 2.1 Consult with the relevant Course Committee.
- 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 relevant Course Committee.
- 2.3 Facilitate ongoing review of content and relevance, implementation and performance of courses or suite of cognate courses.
- 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 on matters in relation to the curriculum.

<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 allied in characteristic.

- 2.5 Ensure proposals for new or changed courses consider evidence of:
- compliance with academic standards indicated within the [Higher Education Standards Framework](#)
  - compliance with relevant professional accreditation or learned society accreditation requirements
  - adherence to the [Australian Qualifications Framework](#) (AQF) and its regulations, and
  - 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, oversee the professional or external accreditation process for the course(s).
- 2.8 Provide advice on the adequacy and deployment of resources to achieve the University's objectives in the course to the relevant Dean of School (or equivalent).
- 2.9 Act upon matters referred to it by the relevant Dean of School (or equivalent) or Head of Course.

### **3 REFERRAL OF MATTERS**

The 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**

Committee membership shall comprise 60% of interested parties<sup>2</sup>.

The Committee comprise:

Appointed members:

- CQUniversity academic/teaching staff with competency relevant to the course, and
- External members from a range of interested parties.

Ex-officio members:

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

Course Reference Committee members will be appointed for a period of two years by the relevant Dean of School (or equivalent). The Chair will advise details of the Course Reference Committee membership to the relevant Course Committee.

The Committee's membership must include appropriate gender representation.

### **5 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), and
- Adjunct members of CQUniversity staff or members responsible for delivering lectures/teaching into CQUniversity courses on a regular basis.

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

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<sup>2</sup> Including practitioners, employers, community representatives and academic staff from other institutions

## **6 CHAIR**

The Chair shall be appointed by the relevant Dean of School (or equivalent).

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

The Chair or Dean of School will nominate a member to act as Chair for that meeting.

## **7 SECRETARY**

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

## **8 CASUAL VACANCIES**

A casual vacancy shall be filled in accordance with the Election of Members to University Committees Procedure.

## **9 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 who has their membership terminated may apply to the Committee to have their membership reinstated.

## **10 QUORUM**

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

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

## **11 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](#).

## **12 MEETINGS**

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

Committee meetings shall be held at least once per year as a minimum.

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.

## **13 ACCESS TO RESOURCES**

Committee members will be provided with access to the Committee's website and any other resources they reasonably require to fulfil their duties as a committee member.

## 14 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.

## 15 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed five working days before the meeting, via the Committee Portal. 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.

## 16 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 relevant Course Committee, along with any information the relevant Course 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 relevant Course Committee.

## 17 FEEDBACK

University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 18 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Administrator	Director, Governance
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