

# COURSE REVIEW PANEL TERMS OF REFERENCE



## Contents

1	ESTABLISHMENT .....	1
2	FUNCTIONS AND RESPONSIBILITIES .....	1
3	REFERRAL OF MATTERS.....	2
4	SUB-COMMITTEES.....	2
5	MEMBERSHIP AND TERMS OF OFFICE .....	2
	Review panel composition for courses with Education Committee (internal) accreditation .....	2
	Review panel composition for courses with external (professional) accreditation.....	2
	Review panel term of office.....	3
6	RIGHTS OF AUDIENCE AND DEBATE .....	3
7	CHAIR .....	3
8	SECRETARY .....	3
9	QUORUM.....	3
10	CONFLICT OF INTEREST .....	3
11	MEETINGS .....	3
12	OBSERVERS AND VISITORS .....	3
13	AGENDAS AND MINUTES.....	3
14	REPORTING .....	4
15	EVALUATION AND REVIEW .....	4
16	RELATED LEGISLATION AND DOCUMENTS .....	4
17	FEEDBACK.....	4
18	APPROVAL AND REVIEW DETAILS.....	4

## 1 ESTABLISHMENT

A course review panel is to be established by each Course Committee and approved by Education Committee as part of the five-yearly review and re-accreditation process. These review panels will provide reports and/or recommendations to the Head of Course and the Course Committee, and Education Committee for its consideration of re-accreditation for the course.

## 2 FUNCTIONS AND RESPONSIBILITIES

The Course Review Panel's functions and responsibilities are to:

- evaluate the course or suite of courses against relevant external and internal references, and benchmarks, including discipline standards (where established)
- provide advice on whether any conditions should be imposed on the continuation or enhancement of the course
- review the quality, scope, focus, direction and balance in the course's curricula and teaching in the light of enrolment trends, success rates, student and graduate satisfaction, perceptions of key external stakeholders, the availability of competitive courses elsewhere in Queensland and Australia, future developments in the field, and the University's distinct interdisciplinary focus
- review the course's context to ensure that research and scholarship informs and enhances learning and teaching
- review the success of the course's strategies to develop the curricula (and future plans and strategies) in teaching and learning, research and partnerships, and

- review the adequacy of resources available in consideration of the course and anticipated developments in the field.

The Course Review Panel is responsible for writing a succinct Course Review Report for the five-yearly course and unit review and re-accreditation.

### **3 REFERRAL OF MATTERS**

The Panel may refer any item to Course Committee for discussion, consideration and/or action, and may refer relevant matters for action or noting to the relevant member of the Vice-Chancellor's Advisory Committee as appropriate.

### **4 SUB-COMMITTEES**

The Panel may establish standing or ad hoc sub-committees as required and approve their Terms of Reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees.

The Panel shall receive reports as required from its sub-committees and be responsible for monitoring and evaluating each sub-committee's activities against their functions and responsibilities.

### **5 MEMBERSHIP AND TERMS OF OFFICE**

#### **Review panel composition for courses with Education Committee (internal) accreditation**

The Panel's composition will be relevant and appropriate to the course or suite of courses under consideration.

Representation from external stakeholders may include, but is not limited to, a range of interested parties including industry, practitioners, employers, community representatives and senior academic leaders from other institutions. The majority of the Panel's members shall be external to the University.

Normally, the Panel's membership shall be:

- an external member who is an acknowledged industry or employer representative with national and/or international standing and expertise in the discipline and is not a current member of the Course Reference Committee, or involved with the course or suite of courses under review
- a senior academic external to the University with relevant course or curriculum development expertise, and
- a senior academic member of University staff, external to the academic organisational unit hosting the course.

The Head of Course will submit the details of the proposed membership of the Course Review Panel to the Education Committee using the Course Review Panel Membership template. Brief curriculum vitae (CVs) for each panel member that includes, for example, the roles held, responsibilities and achievements focussed on the higher education/tertiary education sector perspective, should accompany this submission.

The Panel's composition will be relevant and appropriate to the course or suite of courses under consideration.

#### **Review panel composition for courses with external (professional) accreditation**

When external (professional) accreditation occurs no more than 12 months before internal re-accreditation, or when internal and external (professional) accreditation is carried out concurrently, the Course Review Panel's membership is modified to accommodate external (professional) accreditation requirements alongside those of internal accreditation.

Normally, the Panel's membership shall be:

- a senior academic member of University staff, external to the academic organisational unit hosting the course, and
- a senior academic external to the University with relevant course or curriculum development expertise.

The Panel's composition will be relevant and appropriate to the course or suite of courses under consideration.

## **Review panel term of office**

The term of office for panel members shall be the duration of the review process, concluding with the submission of the Panel's report.

## **6 RIGHTS OF AUDIENCE AND DEBATE**

This Panel may extend rights of audience and debate on either a standing or ad hoc basis.

## **7 CHAIR**

The Chair shall be appointed from the Panel's membership by Education Committee.

## **8 SECRETARY**

The Provost or relevant Deputy Vice-Chancellor (or nominee) shall nominate an administrative officer to provide administrative support for and serve as Secretary to the Panel.

## **9 QUORUM**

The quorum for a Panel meeting shall be 100% of the membership.

## **10 CONFLICT OF INTEREST**

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

If the Chair or Panel deems a member to have a conflict of interest in a matter before the Panel, the member will be excused from panel 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](#).

## **11 MEETINGS**

Panel meetings may be held face-to-face, by telephone, videoconference, or other electronic means. The Panel shall determine a meeting schedule which will enable it to discharge its functions and responsibilities.

Panel decisions may be made at a duly called and constituted meeting. Panel members are required to fully prepare for each meeting and make every reasonable effort to attend each meeting.

## **12 OBSERVERS AND VISITORS**

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.

## **13 AGENDAS AND MINUTES**

The Secretary will distribute agendas and associated documentation five working days before the meeting, via email or in hard copy.

Panel records are subject to the Queensland [Public Records Act 2002](#) and therefore must be retained in accordance with the University's [Records Management Policy and Procedure](#).

The Secretary will prepare minutes for each meeting. The Chair will review draft minutes and action sheet of each meeting, after which the Secretary will circulate a copy to all panel members as soon as practicable and include them in the agenda papers for the next panel meeting.

## 14 REPORTING

This Panel reports as follows:

- the Course Review Panel submits the completed Course Review Panel Report to the Head of Course
- the Head of Course provides a succinct response to the report including a Work Plan to address each of the recommendations, using the [Course Review Panel Report – Work Plan Template](#)
- the Head of Course submits the Course Review Panel Report, Course Review Panel Report – Work Plan, original self-evaluation document, and, if appropriate, the external accreditation report to Dean of School (or equivalent) for endorsement
- the Dean of School (or equivalent) submits the endorsed Course Review Panel Report, Course Review Panel Report – Work Plan, original self-evaluation document, and, if appropriate, the external accreditation report to the Provost or relevant Deputy Vice-Chancellor for endorsement, and
- the Provost or relevant Deputy Vice-Chancellor submits the endorsed Course Review Panel Report, Course Review Panel Report – Work Plan, original self-evaluation document, and, if appropriate, the external accreditation report to the Education Committee for consideration of re-accreditation of the course or suite of courses.

## 15 EVALUATION AND REVIEW

When the course review is completed, this Panel will undertake a self-assessment of its performance against its Terms of Reference and provide that information to Course Committee, along with any information the Course Committee may request to facilitate its review of the Panel's performance and its members.

## 16 RELATED LEGISLATION AND DOCUMENTS

[Course Review Panel Report – Work Plan Template](#)

[Course Review Panel Report Template](#)

Five-Yearly Course and Unit Review and Re-Accreditation Template (in AIMS)

[Higher Education Qualifications Policy and Procedure](#)

## 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
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	Pro Vice-Chancellor (Learning and Teaching)
Next Review Date	25/05/2018

Approval and Amendment History	Details
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Notes	