Courses Committee

Terms of Reference

There will be one Courses Committee for Higher Education (HE) Vocational Education (VET) and ELICOS programs. The Courses Committee will oversee the quality development of new programs, review and improvement of existing programs and ensure that the outcomes of these programs are aligned with Academies Australasia Polytechnic’s (hereafter AAPoly) Graduate Attributes and desired quality student outcomes.

1. Constitution of Courses Committee

1.1 Membership

- The Courses Committee will normally consist of nine members;
- The Chairperson will be appointed by the Academic Board and is usually the Academic Dean or can be appointed from amongst the Academic Faculty Heads of Higher Education, Vocational Programs or ELICOS;
- Members of the Committee will be appointed by the Academic Board for a period of two (2) years;
- Members (internal and external) are eligible for re-appointment at the expiry of their terms of office, with a maximum of three consecutive terms.

External Members

The external members of the Committee will be drawn from (but not limited to) persons in:
- Other tertiary education institutions (one (1) member);
- Relevant industry/commerce/professional practice (one (1) member).

Internal Members

- The Academic Dean;
- The Academic Faculty Heads of Higher Education, Vocational Programs and ELICOS;
- The Chair of the Academic Board will be an ex-officio member

1.2 When membership ceases

A person ceases to be a member of the Courses Committee if that person at any time during their term of office:
- Resigns from the Courses Committee;
- No longer holds the relevant position that entitles that person to be a member of the Courses Committee;
- In the case of an academic member, when (s)he ceases to be an academic staff member; or
- Is absent from three consecutive meetings of the Committee, and is not, within six weeks of the last of those meetings, excused for his or her absence.

2. Function and composition of the Course Committee
2.1 Profile of the Courses Committee

The Course Committee, working under the direction of the Academic Board, is responsible for the academic matters of the disciplines and course specific programs.

For the effective functioning of the Courses Committee, its members should collectively possess discipline-based knowledge, academic qualifications and knowledge of professional practice.

To meet these requirements, the composition of the Courses Committee will include:
1. A mix of specialist, discipline-based knowledge and general academic expertise;
2. Members with substantial experience in academic management, teaching and learning at higher education level, academic quality assurance and the setting of appropriate academic standards;
3. Some members familiar with industry and the nature of the graduate employment market in the respective disciplines.

2.2 Criteria for selection of members

Chairperson
- The Chairperson will be appointed by the Academic Board and is usually the Academic Dean or can be appointed from amongst the Academic Faculty Heads of Higher Education, Vocational Programs or ELICOS.

Members
General requirements
All members are expected to have:
- Appropriate academic qualifications or extensive industry experience;

Requirements for external members
External members must declare that they have no conflict of interest in regards to their duties as a member of the Courses Committee. Ideally, at least one member should be an external academic with expertise in the subject areas covered by the courses.

2.3 Duties and functions
- The Chair of the Courses Committee is responsible for:
  o Managing and supervising the functions and business of the Courses Committee;
  o Being the point of contact between Academic Board and the Courses Committee;
  o Presenting the reports to the Academic Board about matters considered at meetings of Courses Committee held.

3. Frequency of Meeting and Quorum
3.1 Ordinary Meeting
1. The Committee will meet at least four times a year.
2. The quorum for meeting of the Course Committee is a majority of appointed members.
3. The Chair will convene all meetings.
4. The date(s) and time(s) of the meetings for each year will be established at the first meeting of each calendar year. The first meeting of each year will be established at the last meeting of the previous year.

3.2 Special Meetings
The Chair may at any time convene a special meeting and must do so if requested by:
- The Academic Board
- A majority of the members of the Courses Committee.

3.3 Procedures of the Meeting
1. Notice of meeting must be given at least four (4) working days in advance of the meeting specifying the date, time, venue and brief description of the business to be transacted at that meeting.
2. Not later than two weeks after the meeting, the Courses Committee Chair must ensure that the meeting minutes, highlighting items for actions, are forwarded to the Courses Committee members.
3. Not later than two weeks after each meeting, the Courses Committee Chair must forward to the Academic Board a report containing any items for consideration.
4. Minutes of every meeting must be kept and filed securely.

4. Duties and powers of the Courses Committee
The Courses Committee has the responsibility for the following:
1. Appointing Course Development Teams to develop new programs or review existing programs.
2. Approving new course proposals and submitting to the Academic Board.
3. Prepare documentation for course accreditation and/or re-accreditation and submit to the relevant regulatory authorities for approval.
4. Prepare marketing material and launch new courses.
5. Approving the results of each semester/term of all programs.
6. Recommend the granting of awards, including higher education awards to the Academic Board.
7. Recommending or approving articulation and credit arrangements.
8. Examining applications for entry to the course under special entry conditions and making recommendations.
9. Conducting regular course reviews to ensure academic quality, industry currency and relevance and compliant with regulatory standards.

4.1 Course Development Teams
• The Courses Committee will co-opt academic and industry experts to develop the curriculum of programs approved by the Board of Directors and with the oversight of the Academic Board. This will constitute the Course Development Team.
• The members of the Course Development Team will have curriculum development expertise, access to relevant research information, industry input and pedagogical priorities.
• The Course Development Team will seek approval of their project plans and costs from the Courses Committee before commencement. Once approved, the Course Development Team will be accountable for the project outcomes and costs management to the Courses Committee.
• The Course Development Team will contribute towards the accreditation or re-accreditation of the courses developed by them.

Schematic showing relationship between Academic Board, Courses Committee and Course Development Teams
### Summary of the Composition and membership of the Courses Committee

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<tr>
<th>Role</th>
<th>Internal/External</th>
<th>Duration</th>
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<tbody>
<tr>
<td><strong>Course Committee</strong></td>
<td></td>
<td></td>
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<tr>
<td>Chairperson</td>
<td></td>
<td>2 years</td>
</tr>
<tr>
<td>To be appointed by the Academic Board, usually the Academic Dean or can be appointed from amongst the Academic Faculty Heads of Higher Education, Vocational Programs or ELICOS</td>
<td></td>
<td></td>
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<tr>
<td>The Academic Faculty Heads of Higher Education, Vocational Programs and ELICOS;</td>
<td>Internal</td>
<td>As required</td>
</tr>
<tr>
<td>Up to two co-opted discipline or industry experts</td>
<td>External</td>
<td>2 years</td>
</tr>
<tr>
<td>Chair of Academic Standards and Quality Committee</td>
<td>Internal</td>
<td>As required</td>
</tr>
<tr>
<td>Chair of Teaching and Learning Committee</td>
<td>Internal</td>
<td>As required</td>
</tr>
<tr>
<td>Chair of Academic Board</td>
<td>Ex officio</td>
<td>As required</td>
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<tr>
<td><strong>Total number</strong></td>
<td>Usually 9 members</td>
<td></td>
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### Change Control

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<thead>
<tr>
<th>Date</th>
<th>Reason for Change</th>
<th>Updated by</th>
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| 02/01/2014 | • Name change from AAPoly to Academies Australasia Polytechnic  
               • Change in organisation structure                                         | Esther Teo                  |
| 11/02/2014 | Review of the entire document for clarity and operability                         | Chair, Academic Board       |
| 01/02/2016 | Revision of Terms of Reference                                                    | Chair, Courses Committee    |
| 02/02/2016 | Review of the entire document for clarity and operability                         | Chair, Academic Board       |
| 02/04/2016 | Edited by Peter Ryan (external consultant) for the purpose of TEQSA submission    | Peter Ryan/Esther Teo       |