



Course Advisory Committee Terms of Reference

Policy Area: Academic Governance

Approval: Chair, Academic Council

Signature: 

Date: 18 Sep 2015

1. PURPOSE

Course Advisory Committees (CACs) are standing subcommittees appointed by the Academic Council. In accordance with the Course Development Policy, Course Advisory Committees act on behalf of the Academic Council to review and approve each Sheridan College course, ensuring that the courses are of a high quality, current and satisfy the requirements of the Australian Qualifications Framework and the Higher Education Threshold Standards.

2. MEMBERSHIP

A Course Advisory Committee consists of representatives from the Academic Council, and must include a mix of faculty representatives, representatives from the Board of Directors, and external expert representatives from academia and/or industry.

The minimum membership of a Course Advisory Committee should include:

Faculty representatives:

- Academic Principal (Deputy Chair of Academic Council)
- Course Coordinator

Board of Directors representatives:

- Executive Principal (Chair of Academic Council)
- The Board Chair, or another Director

External expert representatives:

- At least two (2) external representatives with relevant academic and/or industry background and experience. These members are typically external academic and industry advisors on the College's Academic Council, but may also be drawn from other institutions or organisations.

In the course of fulfilling their responsibilities, the Course Advisory Committee may employ specialist academics from other institutions or organisations to carry out external reviews of individual units in their areas of expertise.

3. RESPONSIBILITIES

3.1 Course Advisory Committee

When a new course is being proposed or an existing course modified, the Course Advisory Committee will:

- Review a Preliminary Course Proposal submitted by the Course Coordinator on behalf of the relevant Faculty, and provide a formal report on the proposal to the Faculty using the Course Development Stage 2, CAC Report on the Preliminary Course Proposal template.

- Review a Full Course Proposal submitted by the Course Coordinator on behalf of the relevant Faculty, and provide a formal report on the proposal to the Faculty using the Course Development Stage 4, CAC Report on the Full Course Proposal template.
- In the event a course has been approved, send the Stage 4 Report to the Academic Council, notifying the Council of their decision to approve the course.

After the course has been accredited and is being delivered by the College Faculty, a Course Advisory Committee will:

- Review an annual course review report prepared by the Course Coordinator, and provide feedback on the course standing and/or advice on any changes to the course that are being mooted.

3.2 Executive Principal

The Executive Principal (Chair of the Academic Council) appoints the external Course Advisory Committee members in consultation with the College leadership and the Academic Council.

3.3 Academic Principal

The Academic Principal (Deputy Chair of the Academic Council) chairs Course Advisory Committee meetings and collates and delivers Course Advisory Committee Reports to the Course Coordinator and/or the Academic Council, as appropriate.

4. MEETINGS

Each Course Advisory Committee will meet as required, at the direction of Chair of the Academic Council. The meeting can take form of a face-to-face, teleconference, or video conference meeting, or a combination of these. The Academic Principal is responsible for recording key outcomes of the meeting. A quorum is a minimum of the half CAC members plus 1.

5. REPORTING

Course Advisory Committees are accountable to the Academic Council.

6. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

Document Title: Course Advisory Committee Terms of Reference

Source Documents:

Associated Internal Documents: Course Development Policy
Course Proposal Application Form

Associated External Documents: Australian Qualifications Framework
Higher Education Threshold Standards

Authorised Officer: Chair, Academic Council

Approved by: Mr Darren Smith

Date of Approval: 18 Sep 2015

Next Review Before: Dec 2017

Version Number	Version Date	Authorised Officer	Amendment Details
0.01	17 Sep 2015	-	Draft prepared by Dr Maya Krayneva for Academic Council.
0.02	17 Sep 2015	-	Revisions by Mr Darren Smith for Academic Council
1.00	18 Sep 2015	Chair, Academic Council	Final version approved for use by Academic Council