

Course Advisory Committee Business Courses Terms of Reference

Role of the Course Advisory Committee

The primary role of the Course Advisory Committee is to ensure that all Business courses are designed to reflect contemporary education and related industry conditions and thinking. Members of the committee are expected to provide advice from multiple perspectives, including that of academic staff, potential employers, independent academic peers and industry specialists to ensure the courses meet the Higher Education Standards Framework (Threshold Standards) 2021, student and potential employer needs.

1. Terms of Reference

The Course Advisory Committee has the following terms of reference:

- Advise the Academic Board of contemporary developments in the relevant field of study, employer expectations and career opportunities for graduates and innovations in teaching and learning.
- Review the Business Courses to provide assurance to Academic Board that
 - the courses are consistent with AIHE strategic objectives, teaching and learning framework, assessment policy and admission requirements
 - the courses meet standards of rigor and depth appropriate to the level of the AQF award, are consistent with AIHE's graduate attributes and learning outcomes and that the rationale, aims and subject content are consistent with and reflect best practice
 - the quality assurance mechanisms such as assessment procedures and external referencing will ensure that learning outcomes of the courses are appropriate and achievable.
- Review individual Subject Descriptions to provide assurance to Academic Board that
 - the subjects reflect contemporary industry standards, requirements, and practices.
- Where requested, provide formal reports to the Academic Board that make recommendations on subject and course developments.
- Act on any other requests from the Academic Board.

2. Membership

	ROLE
Head of School	Chair (ex-officio)
External Employer and/or Industry Bodies' Representatives (at least two)	Members
External Academic Peer Representatives (at least two)	Members
Academic Staff Representative (at least two)	Members
Graduate Student Representative	Member
Other senior staff as nominated by the Chair	Member

The Course Advisory Committee may invite any relevant person to attend meetings or provide advice to assist in their deliberations.

3. Meeting Schedule

The Course Advisory Committee will meet as necessary, normally 1-2 times per year.

4. Meeting Procedure

Members will be provided with the agenda and relevant documents to be considered at the meeting, at least 5 working days prior to the meeting.