

Higher Education Course Advisory Group

TERMS OF REFERENCE

1. TITLE OF COMMITTEE

Higher Education Course Advisory Group (CAG)

2. ESTABLISHMENT

The Higher education Course Advisory Groups are established under the [Academic Board Terms of Reference](#).

3. FUNCTIONS AND RESPONSIBILITIES

A HE Course Advisory Group (CAG) is an entity formed to oversee and advise on the quality of a group of cognate courses. The course grouping normally focuses on a Bachelor degree course, inclusive of nested award courses, and may also include aligned postgraduate courses. In some cases, a single Course Advisory Group may encompass other aligned (but not nested) courses where it is practical and academically reasonable to do so.

The Course Advisory Group is usually established by a Head of School/College or, in the case of courses that span multiple Schools, by the Provost. A School/College may have more than one (1) Course Advisory Group.

The Course Advisory Group is charged with engaging representatives of major stakeholders (students, graduates, staff, the disciplines, employers, industry, relevant professional bodies and the wider community) in developing, proposing, reviewing and improving the course/s. In so doing, it will maintain and advance the University's academic standards and have regard for the interests of the students, the discipline/s, the associated industries and professions, and relevant legislative and regulatory requirements.

The Course Advisory Group will provide advice on:

- The need and demand for the course in the context of professional strategic directions and workforce needs;
- The course learning outcomes, and incorporation of the University's Distinctive Graduate Qualities;
- The course structure;
- The desired and appropriate teaching and learning methods, modes of course provision and assessment strategies; and
- Appropriate articulation and partnering arrangements.

The Course Advisory Group will receive relevant information and evaluate course performance on an annual basis against a set of performance indicators, which may include:

- Load, number and characteristics of students entering the course;
- Retention, progression and completion rates of the student population in the course;
- Aggregated students' evaluation for course units and the course/s as a whole;

- Student satisfaction generally;
- Graduate satisfaction and employer satisfaction with the quality of the graduates; and
- Any other information as it deems pertinent.

The Course Advisory Group will contribute to the development of submissions for the academic and (where applicable) professional re-accreditation of the course.

4. MEMBERSHIP

The Course Advisory Group should be composed of approximately ten (10) members, drawn from a range of stakeholder groups, who can contribute to the development and enhancement of the course. The majority of Members should be persons other than staff of the University. A typical membership would include representatives from the following categories:

- The Head of School/College or Theme Leader (as applicable) responsible for the course/s ex officio (Chair);
- Course coordinator/s of the relevant course/s ex officio;
- External stakeholders, such as employers of graduates from the course or relevant professional bodies*;
- Academic/s of appropriate seniority from other tertiary institution/s*;
- Enrolled student/s from the course/s*;
- Graduate/s of the course/s*;
- VET staff representative/s from a cognate training package**;
- Higher Education and Training Developer/s**;
- Library**

5. CHAIR

The Chair of the Course Advisory Group will be the relevant course discipline Theme Leader or Head of School/College as applicable.

6. SECRETARY

Administrative support will be provided by the School/College.

7. TERM OF OFFICE

Positions marked with an asterisk (*) will be appointed for a term of two (2) years. This may be renewed up to two (2) times at the discretion of the CAG Chairperson.

Positions marked with two (2) asterisks (**) are appointed by the contributing School/College or Directorate for terms at their discretion, and are contributing Observers but have no voting authority.

8. QUORUM

At a meeting of the Course Advisory Group, a quorum is constituted as 50% plus one (1), voting members of the Group.

9. MEETINGS

For courses under development or subject to re-accreditation, the Course Advisory Group will meet regularly and as required.

For established courses the Course Advisory Group will meet at least once a year and more often as required, to undertake an annual review of the program and report to the appropriate School/College Learning and Teaching Committee on the performance of the course in the previous twelve (12) month period.

10. RESOLUTIONS OF THE HIGHER EDUCATION COURSE ADVISORY GROUP

The Course Advisory Group is advisory only. However, it may make recommendations to the School/College or other parts of the University for their consideration.

Recommendations should normally be established by consensus. Where necessary, contrary views may be noted in the Minutes.

11. AGENDA

There will be a written agenda distributed prior to each meeting.

12. REPORTING

The report from each of meeting will be forwarded to relevant Faculty/College Learning and Teaching Committee.

Document History and Version Control

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