

TERMS OF REFERENCE

Mission

The [Course(s)] Consultative Committee (the Committee) is a forum comprising staff from ECU and members of industry, including business, government, NGOs and community sectors. The Committee provides high level advice to the University about courses, teaching, research, and possibilities for collaboration across a range of activities. The consultative committee provides key external referencing to ensure the University is provided with diverse perspectives, including from Aboriginal and Torres Strait Islander peoples, as well as opportunities for the University to gain insight into student employability and future careers success.

Terms of Reference

1. To provide advice on strategic opportunities and insights into the contemporary issues associated with the development, delivery and planning of courses and other School offerings;
2. To participate in the development of new courses and other School offerings;
3. To enable the School to actively engage and collaborate with industry, professional and community organisations;
4. To provide feedback in relation to the relevance and direction of the courses and units, including graduate employability;
5. To collaborate in the review, evaluation and accreditation of courses and other School offerings;
6. To collaborate with the School to provide guidance on practicum units, industry placements and work integrated learning for students; and
7. To collaborate with the School in relation to research and innovation activities.

Members (suggested membership 8-12)

- Associate Dean (Teaching and Learning);
- Key school members, e.g. Associate Dean (Discipline) Course Coordinator, Program Director;
- Key industry, professional and community representatives;
- Current student or graduate; and
- Executive Officer.

Other guests or Co-Opted members may be invited as required.

Appointment

- The Associate Dean (Teaching and Learning) will appoint all Committee Members, on the recommendation of the Associate Dean (Discipline).
- The Membership of the Committee will include no more than one third ECU staff.
- The Chairperson of the Committee shall be a non-University member appointed by the Associate Dean (Teaching and Learning).

Executive Officer:

- The Executive Officer for the Committee shall be appointed by the Associate Dean (Teaching and Learning) or relevant Associate Dean (Discipline).
- It is the responsibility of the Executive Officer to ensure that the Consultative Committee membership and minutes are recorded and kept up-to-date in ECUonQ, and the University's Record Management System.

Quorum

A quorum is at least one half of the current members, providing that at least half of the members present are representatives of external bodies or student representatives and not a majority ECU staff.

Tenure and Attendance

- The Chairperson will serve a term of office of three years.
- All other regular members will be appointed for a period of two years.
- The membership will lapse for members who are absent for three consecutive meetings.

Co-opted Members and Guests

- In order to maintain flexibility and agility, the Committee may co-opt persons to become members on the basis of specialist experience or for a specific project or task or to enhance equity balance.
- The Committee may also invite stakeholders, experts, or interested parties to attend meetings as guests and contribute to discussions on particular issues.

Frequency of Meetings

The Committee will meet at least twice per year. The use of technology such as teleconferencing and videoconferencing should be considered to accommodate members unable to make face-to-face meetings.

Conduct of Consultative Committee Meetings

- The agenda for each meeting shall be determined by the chairperson in consultation with the Executive Officer.
- These terms of reference shall be reaffirmed at the first meeting held each year.
- The following standing items (as appropriate) shall form a part of every agenda:
 - Chairperson's Report;
 - Associate Dean (Discipline) Report;
 - Course Coordinator's/Program Director's Report, including:
 - Course Accreditation;
 - Professional Accreditation (as appropriate);
 - Course development; and
 - Major Course Review and Re-accreditation.
 - Research and Innovative Activities Report.