

Course Advisory Committee

Terms of Reference

Date first approved:	6 April 2018
Date of effect:	6 April 2018
Date last amended:	8 December 2025
Date of next review:	8 December 2028
Approved by	Academic Board
Authorised Officer	Chair, Academic Board
Supporting documents, procedures and forms of this policy	
<ul style="list-style-type: none"> Stanley College Constitution Stanley College Quality Assurance Framework Stanley College Governance Charter: Summary Terms of Reference—Academic Board Terms of Reference—Learning and Teaching Committee Learning and Teaching Plan Student Services Plan Facilities Development Plan IT Development Plan Workforce Plan 	<ul style="list-style-type: none"> Academic Integrity Policy (and procedure) Admissions Policy (and procedure) Course Development and Review Policy (and procedure) Credit and RPL Policy (and procedure) Graduation and Awards Policy (and procedure) Institutional Benchmarking Framework Learning Management System Policy Learning Resources Policy (and procedure) Student Progress Policy (and procedure) Student Support Policy (and procedure) Work Integrated Learning Policy (and procedure)
Related Legislation	<ul style="list-style-type: none"> Higher Education Standards Framework (Threshold Standards) 2021 Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
Audience	Public

1. PURPOSE

The Courses Advisory Committee (CAC) is delegated by the Academic Board (AB) to provide advice and recommendations to the AB and the academic staff of Stanley College on higher education course development and review. The Committee may also contribute to quality improvement processes undertaken by the AB or the academic staff of Stanley College.

2. SCOPE

These Terms of Reference apply to all higher education courses offered by Stanley College.

3. PROVISIONS

Functions

Course Development and Review

- 3.1 Consider and give advice to the Learning and Teaching Committee (LTC) on the development, review and accreditation or re-accreditation of higher education courses, seeking expert advice where necessary to address specific issues.
- a. Draw the LTC's attention to recent developments and trends in specific fields of study and research, and directions in course development.
 - b. Provide advice and guidance on the implications of changing government policy and procedures within the higher education sector and how these may relate to, or impact upon, the College's courses.
 - c. Review course documentation to ensure that it meets standards of rigour and depth appropriate to the award, and that course rationale, aims and content are consistent and reflect best practice.
 - d. Comment on outlines for units of study within existing courses.
 - e. Provide advice on strategic developments affecting the various industry sectors it represents.
 - f. Connect the College to key public and private sector organisations.
 - g. Identify opportunities as to how the College can work more closely with the private and public sectors, especially in relation to the College's Work Integrated Learning program.
 - h. A Course Advisory Committee might appoint an industry advisory panel to provide a link with external industry experts in order to:
 - advise on the relevance of the curriculum to industry needs;
 - discuss any critical issues and challenges related to the discipline or education of the discipline;
 - facilitate industry placements for students;
 - establish links that enhance the employability of graduates; and

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- link the College to professional bodies.

Oversight of the Learning and Teaching Environment

- 3.2 Consider and advise the LTC on potential indicators of student progress that may be measured to evaluate the currency and relevance of the courses offered by the College.
- 3.3 Advise the LTC, and the appropriate College academic and student support staff, on learning and teaching facilities, resources and delivery modes as these pertain to the quality of course delivery, and of the Work Integrated Learning experience facilitated by the College.
- 3.4 Advise the LTC, and the appropriate College academic and student support staff, on developments in areas of practice related to Course Learning Outcomes in consideration to the College's Work Integrated Learning program.
- 3.5 Advise the LTC and the appropriate College staff on domestic and international academic collaborations and partnerships where these may enhance course quality and the Work Integrated Learning experience.

Processes

3.6 Communications

- Report to the LTC on its meetings.
- Consider academic matters referred to it by the AB.
- Consider academic matters referred to it by the Executive Management Committee.
- Provide advice to other committees of the College as required.

3.7 Delegations

- In addition to such tasks and activities as are specially referred to the CAC by the AB, consider other matters as deemed relevant by the CAC and generate reports and make recommendations to the AB.
- Perform functions delegated to it by the AB.

Membership

- 3.8 Membership shall contain sufficient numbers of internal and external representatives to ensure a broad range of experience and views appropriate for the functions of the CAC.
- 3.9 The CAC will include internal and external members relevant to the discipline who are drawn from the LTC, academic staff from other higher education providers, the professions and industry as well as those with curriculum design and development expertise.
- 3.10 The membership of the CAC shall consist of:
- The Chair (Dean, Higher Education);
 - Academic Program Manager;
 - Senior higher education academics preferably with course development or relevant content experience, and teaching and learning experience;

- d. Professional/industry representatives; and
 - e. Academic staff representatives.
- 3.11 There shall be at least four members. A Deputy Chair may be an appointed position, or a Deputy can be elected from the membership if the Chair is absent.
- 3.12 Members will be appointed by the AB on an as needs basis. The term of office will be as set out by the AB. Members may be re-appointed at the end of their term of appointment.
- 3.13 Members are expected to declare any actual or perceived conflict of interest that might arise in the course of their service on the CAC. The declaration should be made both at appointment and as a conflict arises.
- 3.14 The Chair can invite other external experts as required, however these attendants will have no voting rights.
- 3.15 Upon approval of the Chair of the AB, where a member is unable to attend, the member may nominate a representative who will be considered a voting member in the absent member's stead.
- 3.16 Casual vacancies will be filled by nominations from the CAC, AB or key academic staff to the AB for approval, ensuring that the expertise from the outgoing member is replaced. Persons appointed to fill a casual vacancy shall hold office from the time that person is appointed until the expiry of the term of that person's predecessor.

Code of Conduct

- 3.17 Members shall:
- a. Keep their comments to matters before the CAC;
 - b. Attend meetings and be punctual;
 - c. Act in the best interests of Stanley College and not bring the College into disrepute;
 - d. Exercise appropriate care and diligence;
 - e. Not make false statements or falsify records;
 - f. Act appropriately to not gain advantage for themselves or others;
 - g. Not make offensive statements or comments or behave improperly;
 - h. Cease speaking when called to order by the Chair;
 - i. Declare any potential conflicts of interest and stand aside from discussions and voting on such matters deemed to be a conflict of interest;
 - j. Keep all matters in confidence and not disclose any matters of business to the general public, members of staff or other associates of Stanley College.

Quorum

- 3.18 The quorum for a meeting is half the membership plus one. If a quorum has not been established after 15 minutes, then the Chair has the discretion to continue with the meeting or to cancel the meeting. Items of business at an inquorate meeting may be sent to members for approval out of session.

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Meetings

- 3.19 The CAC shall meet according to instructions provided by the AB. Meetings may be conducted face-to-face or online via web conferencing or similar technology.
- 3.20 Meetings shall be held according to the schedule determined by the Chair of the CAC in accordance with guidelines provided by the AB or at other times such as:
- a. When specifically requested by the Chair of the CAC or the AB. Not less than five working days' notice shall be given.
 - b. The Secretary will circulate an agenda and meetings papers at least five working days before the meeting. The Chair may permit additional business to be added at the meeting if time permits.
 - c. For out of session matters, a circular resolution may be circulated to members.
- 3.21 Conduct of meetings:
- a. The Chair shall conduct the meeting according to the standing orders; ensure order is maintained; and give members an opportunity to speak and vote on matters tabled at the meeting.
 - b. The order of business shall follow the agenda unless agreed otherwise.
 - c. Matters for debate or to move a motion must be on the agenda and seconded, unless otherwise approved.
 - d. Voting shall be by show of hands unless a secret ballot is requested.
 - e. Matters will be passed by a majority of members.
 - f. The Chair shall have the deciding vote if there is a tie.
 - g. Members may speak more than once at the discretion of the Chair.
 - h. A motion may be amended or withdrawn with the consent of the members.
 - i. When an amendment is before the Chair, discussion shall be confined to that amendment.
 - j. No further amendments can be made if they are substantially the same, or if the amendment is a direct negative.
- 3.22 Adjournment: The Chair may adjourn the meeting from time to time with the consent of the CAC or if directed by the CAC. Business at the adjourned meeting shall be confined to business that was left unfinished at the meeting where the adjournment took place. If a meeting has been adjourned for more than 10 working days, notice shall be given as for an ordinary meeting.

Secretariat

- 3.23 A Secretary will be appointed from within the College to distribute agendas and papers to members prior to meetings, and to record, prepare and distribute minutes and provide executive support. Agendas and papers for meetings will be distributed to members at least five (5) working days in advance of any meetings.
- 3.24 The Secretary shall accurately record the minutes of each meeting. Minutes of each meeting will be available for ratification by the Chair no later than five (5) working days after each meeting.

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Unconfirmed minutes will be distributed to members after approval by the Chair for approval at the next meeting.

- 3.25 The following details shall be recorded in the minutes:
- a. Date, time and venue of the meeting
 - b. Names of members present and apologies and the name of the Chair
 - c. An overview of discussions and business conducted; motions and outcomes of votes; action items and persons responsible
 - d. Date, time and venue of next meeting
- 3.26 The minutes of the preceding meeting shall be circulated to members. The Chair will:
- e. Seek confirmation of the minutes in their current state, or
 - f. Seek confirmation of the minutes with amendments
 - g. Sign the confirmed minutes.

Dismissal of members

- 3.27 Members must adhere to the Code of Conduct listed above. Disciplinary action may be taken if members fail to conduct themselves appropriately. Such inappropriate conduct includes, but is not limited to:
- a. Not adhering to the Code of Conduct listed above
 - b. Not attending meetings; being unreliable; or not being punctual
 - c. Having a criminal record
 - d. Making commercial misrepresentations
- 3.28 If a member's conduct is in question, and it appears to be a minor issue, then the Chair should contact the member and discuss the matter to determine if it can be resolved. If it cannot be resolved or the matter is deemed to be serious, then a formal notice should be sent by the Chair to the member outlining the issue. Evidence should be included where relevant, and/or details of a complaint if appropriate.
- 3.29 Members should be given an opportunity to respond to the notice. After the third written notice, the member is dismissed from the Board. Members may appeal the proposed action and should be given the opportunity to meet with the Board of Directors. Members may bring a representative to any appeal meetings. The outcome of the appeals meeting is final.
- 3.30 If the matter is considered extremely serious, then only one notice is necessary; such as having a criminal record that has not been disclosed. Other disciplinary action may include temporary dismissal for a period of time.

Review of Terms of Reference

- 3.31 These Terms of Reference may be reviewed from time to time by the AB or as directed by the Board of Directors.

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