

## **Bachelor of Business**

### **Course Advisory Committee Terms of Reference**

#### **Role of the Course Advisory Committee**

The primary role of the Course Advisory Committee is to ensure that the Bachelor of Business is 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 course meets the Higher Education Standards Framework (Threshold Standards) 2015, student and 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 Bachelor of Business Course Approval Document to provide assurance to Academic Board that
  - o compatibility with AIHE strategic objectives, teaching and learning framework, assessment policy and admission requirements
  - o it meets standards of rigor and depth appropriate to the level of the AQF award, is consistent with AIHE's graduate attributes and learning outcomes and that the rationale, aims and subject content are consistent with and reflect best practice
  - o the course quality assurance mechanisms such as assessment procedures and external referencing will ensure that learning outcomes of course are appropriate and achievable.
- Review individual Subject Outlines to provide assurance to Academic Board that
  - o the subject content, teaching and learning activities and assessments are consistent with the subject learning outcomes
  - o the subjects reflect contemporary industry standards, requirements and practices.
- 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 to review the Bachelor of Business course structure and subjects.

## 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.

## Document control

Version	Date	Key changes
1.0	26/09/2017	Approved by Academic Board (AB)
1.1	20/10/2017	Changed name; revisions for clarity and longevity
1.2	30/01/2018	Revised for consistency with AB TOR and new quality assurance documents and procedures, and for practical considerations