



## Course Advisory Committee Terms of Reference

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# Course Advisory Committee

## Terms of Reference

### 1. Preamble

The Course Advisory Committee (CAC) has been constituted under the authority of the Academic Board (AB). The CAC is responsible for providing the Learning and Teaching Committee (LTC) with industry and content specific advice on academic course requirements, design and innovations.

### 2. Purpose

The CAC is convened by the LTC under instruction from the AB to provide industry and content specific advice and guidance in relation to the development and on-going revision of Lyons College courses. Specifically, it exists to:

- 2.1. Provide professional industry advice to the LTC on the development of new and existing higher education course content;
- 2.2. Provide broad strategic and policy advice to the LTC on business, economic development and industry issues of relevance to future student learning at local, national and international levels;
- 2.3. Identify and report on recent developments and trends in specific study topics and research, for example, the impact of new technologies and software on business practice;
- 2.4. Provide advice and guidance on changing government policy where it can impact on Lyon's higher education courses;
- 2.5. 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 industry best practice;
- 2.6. Review quality assurance mechanisms paying particular attention to assessment procedures, stakeholder feedback and benchmarking with other higher education institutions where possible; and
- 2.7. Provide advice regarding employment and training initiatives.

### 3. Duties and Responsibilities

The duties and responsibilities of the CAC are to:

- 3.1. Review and make recommendations to the LTC on new course development proposals;
- 3.2. Review and make recommendations to the LTC on course review and continual improvement; and

3.3. Review and make recommendations to the LTC on major changes that involve significant course redevelopment and marketing variation.

## 4. Composition and Membership

Members of the CAC shall be appointed by resolution of the Academic Board in conjunction with the CEO.

### 4.1. Members

Member	Basis of Appointment	Duration of Appointment
Chair	External industry professional	2 years
External members (minimum of 70% external membership)	<ul style="list-style-type: none"> <li>Persons in relevant industry or professional practice</li> <li>Qualified to advise on matters such as employment requirements, course content, course structure, academic standards, or other relevant matters.</li> </ul>	2 years
Internal academic members	Appointed by CEO and the Dean Member to have assurance of learning and/or quality assurance process experience	2 years

Members may be nominated to serve a second term but may not serve more than three consecutive terms. The committee may create industry specific working parties consisting of industry experts that will provide advice to the CAC.

### Chair

The Chair of the CAC will direct and lead the CAC during meetings. The Chair will ensure that meetings are conducted in an orderly and proper fashion, and that they at all times reflect the values and vision of the College. The Chair is also responsible for:

- Liaising with the Secretary to produce meeting minutes, agendas and notes;
- Ensuring that meetings are run in an orderly and efficient manner;
- Providing members of the CAC with feedback on their decisions and behaviour;
- Put questions and amendments to vote and report the result of the vote; and
- Engage with and consult the LTC, Management and CAC about policy matters.

## Secretary

The Secretary of the CAC is responsible for the administrative duties of the CAC. This will include taking and sending meeting minutes, creating meeting notes and agendas, giving notice for meetings, and handling and formalising policy and planning documents. The Secretary is also responsible for disseminating the motions and decisions of the CAC to the relevant parties and communicating with them when necessary.

## 4.2. Conditions of Membership

The following conditions must be followed by members of the CAC. Failure to observe these conditions may result in dismissal from the CAC as outlined in the *Dismissal from the CAC*. Members of the CAC must at all times:

- 4.2.1. Make themselves available for at least one of the two annual CAC meetings. Members cannot send a proxy to a meeting
- 4.2.2. Positively reflect the image of the College
- 4.2.3. Abide by the conditions described in the *Conflict of Interest* section
- 4.2.4. Engage constructively and civilly in CAC discussions
- 4.2.5. Give appropriate notice of their intention to attend meetings and attend scheduled meetings promptly

Perform his or her role effectively, each member will need to develop and maintain his or her skills and knowledge, including and understanding of the Committees responsibilities and the College's business, operations and risk

## 4.3. Conflict of Interest

Members of the CAC are required to declare any conflicts they might have. This might include being employed by an external entity, holding shares in a company, or anything else that would make them a personal stakeholder. If a staff member has a significant conflict of interest, this may prevent them from being on the CAC.

Where a smaller conflict of interest exists, the staff member may be restricted from voting on certain issues. If a member of the CAC has evidence to suspect another member of the CAC has a conflict of interest, they should notify the Chair who then becomes responsible for investigating the issue. Where a member of the CAC has a conflict of interest that they have not declared, they may be removed from the CAC.

## 5. Procedures

### 5.1. Meetings

The Chair of the CAC is responsible for organising the CAC's meetings. This includes finding an appropriate location to meet and a date and time that is suitable for the majority of members. The Chair will also create an agenda for the CAC's meetings. This agenda will cover the topics to be discussed and will include time for open discussion where members can raise issues that have not been covered. Once the meeting commences, the Chair is responsible for ensuring the discussion follows the agenda, and that the discussion is conducted in a rational and constructive manner.

There will be at least one CAC per year. Additional meetings will be called as required.

### 5.2. Quorum

This committee operates in an advisory capacity therefore two or more members will be considered quorate.

### 5.3. Minutes

The Secretary of the CAC is responsible for compiling the minutes. The Secretary is also responsible for the timely distribution of the minutes, which will be distributed to the sitting CAC members for approval. The approved CAC minutes will be distributed to the LTC and made available to the AB.

### 5.4. Dismissal from the CAC

Members shall be removed by resolution of the Academic Board.

### 5.5. Motions

Any member of the CAC may introduce a motion to be voted on. The Chair will decide the most appropriate means of voting (show of hands or secret ballot). If a majority of the CAC votes in favour of the motion, the motion is considered to have passed.

## 6. Review of the CAC Terms of Reference

The AB will review this document every three years, or more frequently if required. This is to ensure alignment with Academic Board directives.

Version Control and Change History					
Version	Approval Date	Approved by	Amendment	Created by	Review Date
V0.1			Document creation		
V1.0	9 May 2017	CAC	Approved at CAC meeting		
V1.0	19 May 2017	AB	Approved at AB meeting. Minor grammatical errors addressed. Final version	Peter Burgess Michelle Lac	Two years from date of approval
V2.0	14 July 2017	Board	Change of name from CIAC to CAC and reflect changes to name changes of the AB and LTC		July 2020
V2.1			Minor grammatical corrections. Included numbering. Formatting for consistency. Review of CAC ToR by AB, not CAC.		
V2.2	27 July 2022	AB	Remove Secretary, Specify number of meetings, changes to appointment and dismissal	Ben Saporta	July 2025