

ADVISORY BOARDS

00981/07-Revised
AB 5/07
00864/07
UTLC 6/07

Commencement Date: 31 August 2007

1. PURPOSE

This policy outlines the requirements for providing internal and external consultation and guidance on the development and relevance of Award courses.

2. APPLICATION

This policy applies to all staff of the University.

3. DEFINITIONS

An **Advisory Board** is a consultative body comprised of relevant academic staff and representatives from University, community, industry, and professional associations (where applicable) which guides the development of an award course or group of courses and provides productive links with Curtin's quality teaching and research programs.

Annual Course Review is the annual monitoring of a course in regard to the student profile, teaching and learning quality, resources and market responsiveness, to identify and implement initiatives for enhancement

An **Award Course** is a structured combination of approved units which when completed qualifies the student for an award from Curtin University of Technology.

Comprehensive Course Review is a broad, in-depth review of a course, conducted at least every five years, to ensure continuing high quality, viability, and compatibility with Curtin's strategic direction and priorities. This review encompasses the currency of the curriculum, demand, teaching quality and outcomes; evaluation of student and external stakeholder feedback, compatibility with and differentiation from other course offerings.

Course Review at Curtin is the systematic review of all award courses to ensure their relevance, quality, viability, and is undertaken through a process of integrated annual and comprehensive reviews.

4. POLICY STATEMENT

All courses, or groups of courses, must be overseen by an Advisory Board which provides a link with external representatives and serves to monitor and improve the quality of the course. The Advisory Board may also serve to enhance the research activity related to courses.

5. COMPOSITION

5.1 An Advisory Board is a representative body comprised of Curtin academic staff relevant to the Award Course, or group of Award Courses, and representatives from industry, community and professional associations, which meets at least once per year.

5.1.1 The composition of an Advisory Board is at the discretion of the Head of the teaching area however must consist of:

- the Head of School (or Dean of Teaching and Learning)
- a minimum of two academic staff representatives, including relevant course coordinator(s), (one of whom is selected for their expertise in teaching and learning)
- a student representative, and

- a minimum of four external representatives from industry, the community and/or relevant professional association. The Chairperson may invite additional members to attend Advisory Boards as deemed appropriate.

5.1.2 The Chairperson is a member of the Advisory Board and may be the Head of the teaching area or their nominee.

5.2 The responsibilities of an Advisory Board are to:

5.2.1 advise on the development of courses in accordance with the policies and standards of the University;

5.2.2 make recommendations to Divisional Boards on:

- future course directions, new teaching developments and significant amendments to existing courses
- improving course quality and outcomes
- phasing out and discontinuance of an existing course
- proposals or submissions for course accreditation
- proposals for new units and amendments to existing units when these involve central approval

5.2.3 consider or propose changes to courses, introduction of new courses and discontinuation of inactive courses; and

5.2.3 monitor the Annual Course Review and Comprehensive Course Review outcomes

8. APPROVAL AUTHORITY

This policy may only be amended with the approval of the Academic Board.

Review Date:

31 January 2010

Contact and Area Responsible:

Pro-Vice Chancellor, Teaching and Learning

REVISION HISTORY:

Revision Ref. No.	Approved/Rescinded	Date	Committee/Board	Resolution No.	Document Ref. No.
1	Approved	31/08/07	Academic Board	AB 196	00981/07

RELATED POLICIES

Course Review

abd 00981-07