

# Course Advisory Groups Procedure

## Section 1 - Purpose

- (1) This document sets out the University of Canberra's (University) procedures for the determination and establishment of Course Advisory Groups (CAGs), the appointment of CAG members and a description of their duties.
- (2) CAGs ensure that the University seeks, receives and acts on regular, valid and reliable feedback from stakeholders on the quality and appropriateness of its courses.

## Section 2 - Scope

- (3) These Procedures apply to undergraduate and postgraduate coursework courses. CAGs are expected to consider relationships with other courses, including postgraduate research courses, as part of their role.
- (4) These Procedures support the implementation of the [Course Advisory Groups Policy](#).

## Section 3 - Procedure

- (5) Deans, in consultation with their Associate Dean, Education, Heads of Discipline and Course Conveners, will determine and establish CAGs in the faculty.
- (6) Terms of reference of CAGs will cover core functions set out in clause 8 of the [Course Advisory Groups Policy](#). While wording may change to suit the group, the range of functions should be covered.
- (7) As a minimum, CAGs will include the following stakeholders:
- a. Course Conveners and relevant Heads of Discipline
  - b. employers
  - c. professional practitioners or representatives from relevant professional associations, industries and/or disciplines
  - d. graduates of the course working in the field
  - e. current students, and
  - f. academic staff member teaching a similar course at another university.
- (8) Groups may also include representatives from partner organisations and/or institutions with credit transfer agreements, staff from other faculties with an interest in the course (such as conveners of double degrees), administrative staff involved in course management, government departments or other major employer groups, University services such as Study Skills and Learning and Teaching, and others with a stake in the course.
- (9) The majority of members of a CAG would normally be external to the University. Groups should be chaired by external members where possible.
- (10) Where appropriate members should be appointed for a definite term and may be reappointed.

(11) CAGs will meet at least once a year. Twice a year is recommended. Formal minutes will be kept as part of University records.

(12) Proponents of new courses are asked to nominate membership of an ongoing CAG in the course approval process. An existing CAG should be consulted on new course development where a suitable group exists.

(13) CAGs should be involved in or informed of professional accreditation and reaccreditation processes where courses are professionally accredited or recognised.

(14) CAGs are expected to monitor and advise on the University's signature themes (work-integrated learning; interdisciplinary study; research-led education; intercultural student and staff capability; and student access, choice and flexibility) in the context of the course.

(15) It is not appropriate for CAGs to consider management issues such as staffing, support services, resources or facilities which are the responsibility of the Faculty Dean.

(16) CAGs will review and comment on annual course reports and performance indicators such as enrolments and student satisfaction data.

(17) CAGs will contribute to course reviews and submissions for Academic Board reaccreditation of courses. (Note: A proposal for periodic reaccreditation of courses is in preparation.)

### **Transition Arrangements**

(18) Deans are asked to ensure that CAGs are established for all coursework courses by the end of February 2011. Composition and terms of reference of CAGs (indicating courses covered by each group and initial meeting dates where groups are new) should be reported to the Deputy Vice-Chancellor and Vice-President, Academic for review by the Curriculum Committee and Academic Board.

## **Section 4 - Policies**

(19) Refer to [Course Advisory Groups Policy](#).

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	27th March 2023
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