Course Advisory Groups Procedure

Section 1 – Purpose

(1) This Procedure sets out the requirements and processes for a Course Advisory Group (CAG) of the University of Canberra (University).

Section 2 – Scope

(2) This Procedure has the same scope as the *Course Advisory Groups Policy*.

Section 3 – Policy

(3) This Procedure is supported by the *Course Advisory Groups Policy*.

Section 4 – Procedure

Establishment

(4) A CAG will be established at the academic program, discipline or course level.

(5) Responsibility for a new course will be assigned to:

a. an existing CAG (new members may be appointed); or

b. a new CAG, where necessary.

(6) Each CAG has the flexibility to adapt to the unique needs of the University, the course(s) under its remit, or industry needs. This includes flexibility in membership; meeting times, locations, and format (in-person or online); agenda and minutes.

Membership

(7) Where possible, the majority of CAG members should be external to the University.

(8) External members must be drawn from relevant professional accreditation bodies (where relevant) and industry or public sector representatives.

(9) A CAG member will chair each meeting to ensure the meeting runs smoothly. There is no requirement for CAGs to appoint a dedicated, tenured Chair.

(10) The Faculty Executive Dean or the Dean, Graduate Research School may specify the duration of appointment for external and student members, as required. The minimum tenure is one year.

(11) The Course Convener/Program Director/Course Proponent or nominee may invite guests to attend one or more meetings where the invited guest has an interest in the course.

(12) Table 1 summarises the recommended membership of CAGs.

Table 1: Recommended CAG membership for coursework courses and HDR courses.

MEMBER	COURSEWORK	HDR
Relevant Program Director/Course Convener/Course Proponent	☒	☒
Head of School/Discipline or equivalent	☒	☒
One or more students in good academic standing and sufficiently progressed in their studies or HDR candidature to contribute meaningfully to the CAG	☒	☒
One or more employers (potential or current)	☒	☒
One or more representatives from relevant professional accrediting bodies (where relevant)	☒	☒
One or more representatives employed in the industries or public sector agencies related to the course	☒	☒
One or more representatives from a third-party provider (where relevant)	☒	☒
One or more academic staff members of a similar course from another higher education provider	☒	☒
One or more people employed externally in a research role (for coursework courses, only those with a major research component)	☒	☒
One recent University of Canberra graduate of the same or similar course	☒	☒

Meetings

(13) A CAG must meet one or more times, either in person or online, during the development of a new course.

(14) Additional meetings may be scheduled where a course is undergoing:

a. comprehensive review;

b. a review by an external accrediting body (or when it is specified as a requirement by an external accrediting body); or

c. monitoring, review and improvement.

(15) Members will decide who will chair each meeting to ensure meetings run smoothly.

Course Advisory Group Resource Pack

(16) The Learning & Teaching team will maintain a *Course Advisory Group Resource Pack*, which includes information and templates to support CAG members.

CAG responsibilities

(17) The minimum responsibilities of a CAG are to provide advice and make recommendations relevant to:

a. course objectives and learning outcomes, including generic skills;

b. course structure and delivery;

c. course curriculum, including the content, assessment and work integrated learning;

d. the inherent requirements of the course;

e. employability;

f. ways of improving the overall course based on the performance indicators, student feedback, external referencing or benchmarking activities;

g. ways of improving the student experience;

h. industry or public sector engagement; and

i. staffing and student support requirements.

Conflict of interest

(18) All members of a CAG must declare actual, perceived or potential conflicts of interest in line with the University's *Conflict of Interest (COI) Policy and Procedure*.

(19) The Course Convener/Program Director/Course Proponent or nominee, in consultation with the Associate Dean, Education or equivalent, or Associate Dean, Research or equivalent, will determine the most appropriate way to manage a conflict of interest.

(20) Protection of student privacy will be managed in accordance with the University *Privacy Policy*.

(21) Any declared conflict of interest, steps taken to address the conflict and outcome must be recorded and form part of the Course Advisory Group documentation.

Confidentiality Deed

(22) A Confidentiality Deed applies to individual external CAG members.

(23) A template for the Confidentiality Deed form will be provided in the *Course Advisory Group Resource Pack*.

(24) The Course Convener/Program Director/Course Proponent or nominee will complete the Confidentiality Deed form. If the form is different to the University's approved template, Legal must review it before it can be sent to the external member for signing.

Coordination

(25) The Course Convener/Program Director/Course Proponent or nominee is responsible for coordinating CAG members attendance and other relevant administrative requirements, such as room bookings and complimentary parking for external members.

(26) The Course Convener/Program Director/Course Proponent or nominee will provide CAG members with the following information:

a. a summary report of the most recent external accrediting body review report where the award course is externally accredited;

b. performance indicators such as admission data, enrolment data, cohort analysis (for example, grade distribution data at the unit level, and student completions);

c. student feedback; and/or

d. other external referencing or benchmarking activities (for example, peer review of assessment, comparative course information from other higher education institutions).

(27) The Faculty Manager or equivalent may exercise delegated authority in line with the University's finance policies and procedures to approve all direct costs associated with the coordination and delivery of a CAG.

(28) The Associate Dean, Education or Associate Dean, Research will consult with Course Convener/Program Director/Course Proponent or nominee to facilitate the approval and implementation of CAG recommendations.

Documentation

(29) CAG meetings must be supported by an agenda and minutes.

(30) CAG minutes must be submitted to the next Faculty Board meeting scheduled after the CAG meeting.

Reporting and effectiveness

(31) Faculty Board will provide an annual report to Academic Board on CAG recommendations, responses to recommendations made and the resulting impact (effectiveness) on the course.

(32) Effectiveness will be demonstrated through performance indicators and student feedback mechanisms, and in accordance with the *Course Procedure – Monitoring, Review and Improvement*.

Section 5 - Responsibilities

WHO	RESPONSIBILITIES
Associate Dean, Education or equivalent Associate Dean, Research or equivalent	• Resolve a declared conflict of interest with the Course Convener/Program Director/Course Proponent or nominee. • Review the recommendations informed by members of Course Advisory Groups and consult with Course Convener/Program Director/Course Proponent or nominee to facilitate their approval and implementation.
Course Advisory Group members	• Attend CAG meetings as scheduled, provide advice and make recommendations in line with this Procedure. • External members sign and abide by the terms of the Confidentiality Deed.
Course Convener	• May be an internal member of a CAG. • May complete a Confidentiality Deed for an external member to sign. Confidentiality Deeds not on the University's official template must be reviewed by Legal prior to signing.
Course Proponent or nominee	• May be an internal member of a CAG.

WHO	RESPONSIBILITIES
	• May complete a Confidentiality Deed for an external member to sign. Confidentiality Deeds not on the University's official template must be reviewed by Legal prior to signing. • Resolve a declared conflict of interest with the Associate Dean, Education or equivalent, or Associate Dean, Research or equivalent. • Coordinate the activities of a CAG. • May invite guests to attend one or more meetings where the invited guest has an interest in the course.
Faculty Board	• Per the *Faculty Board Charter*. • Reporting to Academic Board on the recommendations proposed by CAGs and their effectiveness if implemented.
Faculty Manager or equivalent	• Exercise delegated authority for direct costs associated with a CAG.
Head of School or equivalent	• May be an internal member of a CAG.
Learning & Teaching	• Maintain the *Course Advisory Group Resource Pack*.
Legal	• Maintaining the template for the Confidentiality Deed. • Reviewing unsigned Confidentiality Deeds that are not on the University's approved template.
Program Director	• May be an internal member of a CAG. • May complete a Confidentiality Deed for an external member to sign. Confidentiality Deeds not on the University's official template must be reviewed by Legal prior to signing.

Section 6 – Associated information

Legislation, standards and codes

- Higher Education Standards Framework (Threshold Standards) 2021
- University of Canberra (Academic Board) Rules 2021
- University of Canberra (Admission) Rules 2022
- University of Canberra Courses and Awards (Courses of Study) Rules 2023
- University of Canberra (Courses and Awards) Statute 2010
- University of Canberra (Statutes Interpretation) Statute 2010
- University of Canberra (Student Conduct) Rules 2023
- University of Canberra (Student Conduct) Statute 2015
- University of Canberra Act 1989

University documents

- Conflict of Interest (COI) Policy
- Conflict of Interest (COI) Procedure
- Course Advisory Groups Policy
- Course Policy
- Course Procedure – Monitoring, Review and Improvement
- DITM and Records Management Policy Manual
- Faculty Board Charter
- Records and Information Management Policy

Website links

- Australian Qualifications Framework
- Enterprise Agreement

Section 7 – Definitions

TERM	DEFINITION
Affiliate	Includes Educational Partner teaching staff, clinical title holders, adjunct, and honorary appointees, consultants and contractors to the University, holders of offices in University entities, members of boards of University foundations, members of University committees, and any other persons appointed or engaged by the University to perform duties or functions on its behalf.
Award course	Is a coursework course or a higher degree by research course equivalent to Australian Qualifications Framework level 5 to 10 as specified in the Register of Courses kept under the *University of Canberra (Courses and Awards) Statute 2010*.
Course	As defined in the *University of Canberra Courses and Awards (Courses of Study) Rules 2023*.
Course Proponent or nominee	An academic staff member of a faculty who has oversight of a course, and manages the administrative requirements for a new course, and an existing course as specified in the Register of Courses kept under the *University of Canberra (Courses and Awards) Statute 2010*.
Coursework course	As defined in the *University of Canberra (Admission) Rules 2022*.
Discipline	A branch of academic knowledge relevant to a course.
Higher Degree by Research	As defined in the *University of Canberra (Admission) Rules 2022*.

TERM	DEFINITION
Inherent requirements	The essential cognitive, behavioural, physical, and sensory requirements a student will need to have in order to achieve the learning outcomes and graduate attributes of a course.
Major research component	The research component in a bachelor honours degree and a masters degree (coursework).
New course	A course that is: • not currently recorded in the Register of Courses; or • an existing course that following review is assigned a new award title and award abbreviation.
Program	A program consists of one or more courses that share the same core major, designed as a coherent student learning journey e.g., the Program for the Bachelor of Arts.
Register of Courses	The database containing the courses of study of the University, kept under the *University of Canberra (Courses and Awards) Statute 2010*.
Student	As defined in the *University of Canberra (Statutes Interpretation) Statute 2010*.
Work integrated learning	A form of experiential learning where theoretical knowledge and disciplinary skills are demonstrated through authentic work experiences and practices within relevant professional contexts

Status and details

Status	Current
Effective Date	1 January 2026
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Custodian	Deputy Vice-Chancellor
Responsible Manager	Director, Education & Student Experience
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