

Program Advisory Committee

Terms of Reference



Queensland Institute of Business Technology Pty Ltd
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Document

Document Name	Program Advisory Committee Terms of Reference
Brief Description	This Document outlines Griffith College's Program Advisory Committee. Key concepts contained in this Document include membership and tenure and frequency of meeting.
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Related Documents

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1 Purpose and Scope

The purpose of this Document is to outline Griffith College's Program Advisory Committee.

2 Document Contents

2.1 Terms of Reference

The Program Advisory Committee is discipline specific and responsible to Academic Board for the oversight, development and continuous improvement of a particular discipline on both the Mt Gravatt and Gold Coast campuses.

The key areas of responsibility are:

- maintaining links with and input from, relevant industry groups, higher education providers and professional bodies to ensure continuing program relevance;
- development of programs within related disciplines;
- consideration of student evaluation of teaching and courses;
- ensuring the continuous improvement of programs and curriculum in response to academic and benchmarking outcomes, and industry input;
- monitoring cross campus consistency in course and programs which are offered at multiple sites;
- promotion of high quality and innovative delivery of the learning process;
- review and approval of minor program changes;
- critically assessing major program changes and development within discipline and making subsequent recommendations to Academic Board;
- overseeing the implementation and review of course and program moderation practices;
- providing feedback on accreditation/reaccreditation issues raised by the accrediting authority and ensuring appropriate responses to conditions of accreditation.

The Program Advisory Committee reports to Academic Board and has the power to establish standing committees as required, in particular the program-specific Assessment Committees. Course Review Working Group reports to the Program Advisory Committee on review outcomes of discipline-relevant courses.

2.2 Membership

- Academic Director (or nominee) (ex officio) - Chair;
- Program Convenor, from each program within the relevant discipline (ex officio);
- Director, Academic & Student Administration (ex officio);
- Teaching staff members from each program within the relevant discipline, one from each campus;
- Two students nominated by Griffith College Academic Advisors, one from each campus;
- Griffith University Program Convenors, from each program within the relevant discipline, one from each campus, or nominee (ex officio);
- Representatives from industry and professional bodies (at least two representatives from these categories);
- The Co-ordinator, Quality and Compliance is secretary.

2.3 Tenure and frequency of meeting

The Program Advisory Committee will normally meet twice each year, with any other business conducted by flying minute.

Members remain in office for a period of three (3) years, commencing the month in which they accept their invite. Those who are members by virtue of their position (ex officio) remain members for as long as they hold the position relevant to their membership.