

Schedule B (to the Higher Education Course Policy) Advisory Boards — Composition and Terms of Reference

ADVISORY BOARDS — COMPOSITION AND TERMS OF REFERENCE

1. Advisory Boards are established by Faculty Boards during the planning stage for each higher education award course and remain operative while the course is offered. Where appropriate, Faculties may establish Advisory Boards at discipline or other sub-course level. A single Board may operate in relation to more than one cognate course or discipline.
2. Advisory Boards meet at least twice a year.
3. Members are appointed to Advisory Boards by the Faculty Board on the advice of the Faculty Executive Dean. The term of appointment of members is three years, which is renewable for further terms.

Composition of Advisory Boards

4. The membership of an Advisory Board is:
 - a) at least three external representatives of the relevant industry, including the Chair
 - b) a graduate of the course
 - c) the Faculty Executive Dean and/or HoS/D
 - d) a course or discipline coordinator
 - e) a student enrolled in the course or discipline

Other staff of the School or Faculty may be invited to attend as observers.

Terms of Reference of Advisory Boards

5. The terms of reference of the Advisory Board is:
 - a) to provide advice to the Faculty on all aspects of a course or discipline offered, including:
 - i) the skills, knowledge and attributes sought by the employers of graduates from the course or the discipline opportunities for the provision of full fee-paying programs both within Australia and overseas
 - ii) potential areas for the development of new courses
 - iii) areas of potential and opportunities for improvement of the courses or disciplines offered by the Faculty, including, where appropriate, plans for online and flexible delivery of courses or disciplines
 - iv) areas for potential applied and collaborative research, industry links and placements, and consultancy opportunities.
 - b) to make recommendations to the Faculty Board regarding new higher education award courses and combined courses
 - c) to assist with the panel that undertakes major course reviews in accordance with the Higher Education Courses Approval and Review procedure
 - d) to provide advice on any other matters the Faculty Board deems appropriate.