External Advisory Committees Policy

Contents

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Policy Statement

An External Advisory Committee's principal function is to provide advice on the relevance of courses and proposed courses to prospective students, the governance sector, professional bodies and to the community, adopting open and transparent processes. A Committee may also facilitate networking with the higher education sector and the community generally to leverage collaborative ventures, foster support for Governance Institute, attract donations for scholarships, and provide opportunities for collaborations in academic scholarship. With appropriate membership, the committee may provide expert advice about curriculum design standards for current or proposed courses. Governance Institute's education offerings are delivered under the brand Governance Academy.

Aims and Objectives

1.   An External Advisory Committee/s may be established to provide advice over an extended period of time — from inception of a particular course or courses, through to the course being offered to students. Alternatively, the committee might be commissioned for a limited duration to undertake a particular task, for example, to review a particular course that is due for re-accreditation.

Overview

2.   This policy is to be read in conjunction with the Award Courses and Subjects Approval Policy. As part of the process of developing and considering proposals for new courses, or for substantial variations to existing courses, there is a requirement to establish processes to obtain external input to the proposals. External Advisory Committees are one way to achieve this.

3.   Governance Institute recognises that an External Advisory Committee is not the only way to obtain evidence, advice, information, external views, and feedback on courses and course proposals.

4.   Other sources of information might include:

a. reports which include data on student demand, enrolments, retention, progression, completions, graduate outcomes and employer satisfaction;

b. student feedback from course and subject surveys; and

c. other inputs from the wider governance sector, partners in the delivery of courses and professional bodies.

Roles and Responsibilities

5. In establishing an External Advisory Committee/s, the General Manager, Education will, in consultation with Governance Institute's Executive:

a. determine the Committee's terms of reference;

b. appoint an external chair; that is, an individual *who is not* employed by Governance Institute;

c. propose the appointment of the members of the Committee (including, if considered necessary a deputy chair). A majority of members must be external to Governance Institute, for example, graduates, relevant professionals, academic staff at other institutions;

d. decide how often the Committee should meet, and whether meetings are face-to-face or electronic, taking into account the wishes of the Committee; and

e. arrange the Committee's administrative support.

6. External Advisory Committee reports will be referred to Governance Institute's Academic Board via the Education Department.

Related Documents

- Governance Institute of Australia Award Courses and Subjects Approval and Review Policy

External Legislation

- Higher Education Standards Framework: Threshold Standards 2021 (Cth)

Version History

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Current version	1.1
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**********END OF POLICY*********