

TERMS OF REFERENCE

PROGRAMME ADVISORY COMMITTEE

Responsibility: Head of Academic Unit

Approving Authority: The Senate

Date approved by Senate: 6 July 2021 (Senate 2/21)

Date for next review: Every three years from Date Approved

1. Overview

The Programme Advisory Committees serve as advisory bodies to the academic Disciplines, ensuring that the scope and content of taught programmes meet the needs of key stakeholders across the region, including employers, ministries, industry and the profession. They may serve also to establish research and development relationships with local stakeholders.

2. Membership

The Chair will not normally be a staff member of the university and will be appointed by the members of the committee.

Ex Officio members

- Head of Academic Unit
- Deputy Head of School (Learning, Teaching and Quality) / Head of College (Pacific TAFE)
- Deputy Head of School (Research, Innovation and Postgraduate Affairs)
- Discipline Coordinator(s) / Programme Coordinator(s)
- Professors and Associate Professors within the Discipline
- Course Coordinators within the Discipline
- At least two non-professorial staff within the Discipline
- At least one industry representative, associated with the key teaching area(s) in the Discipline / Two private sector representatives (Pacific TAFE)
- Representatives from relevant government ministries of at least two member countries / Two public sector representatives (Pacific TAFE)
- At least one representative from a relevant regional organisation (if any such organisation exists) / One Non-Government Organisation representative (Pacific TAFE)
- At least one representative from a relevant professional body (if any such body exists)
- At least one student representative, preferably in their second or third year and majoring in the Discipline, nominated by the USPSA

In attendance

- Accreditation Officer / Manager Quality & Accreditation (Pacific TAFE)

By invitation

- External Adviser

Co-opted members

- Other members can be co-opted as necessary

Secretariat

- Discipline Secretary or Administrative Assistant / College Secretary (Pacific TAFE)

3. Terms of Reference

1. To provide a forum for the discussion of academic Disciplines and their associated programmes, ensuring that they remain responsive to the needs of the USP member countries.
2. To advise on key aspects of courses and programmes, including content, design, and delivery, major and minor structures, corresponding awards, work-integrated learning, and community outreach.
3. To foster close links between the Academic Units and stakeholders, and to involve students in discussions about the relationship between their academic studies and the professional and other contexts these studies serve.
4. To assist in forming links with other stakeholders and relevant collaborators, where this would be in the interest of the member countries, the University, the Discipline, and the students.

4. Meetings & Reporting

The Programme Advisory Committee shall normally meet at least once a year and may convene other meetings as necessary. Schools will submit the schedules for their Programme Advisory Committee meetings to the office of the Deputy Vice-Chancellor (Education) before the start of each academic year. For recording purposes, minutes for each Programme Advisory Committee will be submitted to the next Teaching Quality Committee.

5. Quorum

The quorum shall be half of the members and must include at least three external members.