

## COURSE AND POLICY APPROVAL SUB-COMMITTEE - TERMS OF REFERENCE

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### Role

The Course and Policy Approval Sub-Committee (CPASC) is a standing sub-committee of the Academic Board. It reports directly to the Academic Board, providing recommendations, risk assessments, and supporting evidence for decisions that fall within the Academic Board's legislated obligations under the Higher Education Standards Framework (HESF) 2021, the 2025 RTO Standards / VET Quality Framework, and the institution's Self-Accrediting Authority (SAA).

The CPASC supports the Academic Board by conducting detailed academic, compliance, and strategic reviews of:

- New higher education course proposals
- Major course revisions
- All academic and quality-related policy reviews

The CPASC ensures proposals are academically sound, AQF-aligned, compliant with HESF, VET regulatory standards, and consistent with the institution's academic governance framework.

Its purpose is to prepare well-evidenced recommendations for the Academic Board so that the Academic Board can make fully informed academic decisions.

The CPASC does not make final approvals; this authority remains with the Academic Board, except where the Academic Board delegates minor amendments.

## Functions and Responsibilities

The Academic Board delegates to CPASC the authority to:

### 1. Review Course Approvals

Aligned with the Academic Board's responsibilities for course accreditation, CPASC must:

- Evaluate AQF alignment, learning outcomes, course structure, and assessment.
- Confirm HESF alignment (Domains 1, 2, 3, 5, 6).
- Confirm VET standard compliance.
- Ensure staffing, scholarly activity, and resourcing meet TEQSA expectations.
- Review industry engagement and external referencing.
- Assess viability, risk, and delivery mode integrity.

### 2. Review Academic and Quality Policies

Aligned with the Academic Board's responsibility for academic governance oversight, CPASC:

- Reviews all academic and quality assurance policies prior to Academic Board approval.
- Ensure policies comply with HESF, SAA, and VET regulatory requirements (ASQA Standards).
- Confirm clarity, feasibility, and consistency across HE and VET frameworks.
- Recommend new policies, revisions, retirements, or consolidations.
- Incorporate stakeholder feedback (students, staff, industry, governance).

### 3. Monitor Risks

Supporting the Academic Board's risk oversight obligations, CPASC:

- Identifies and reports academic, compliance, and quality risks.
- Recommends mitigations and monitoring conditions.
- Highlights systemic risks for Academic Board consideration

To support points 1 - 3, the CPASC has the authority to request further evidence, amendments, external reviews, or benchmarking before the matter is presented to the Academic Board. On presentation to the Academic Board, the CPASC must submit a recommendation to the Academic Board to:

- Approve
- Approve with conditions
- Reject
- Return for redevelopment

The Academic Board remains the approving authority for all academic and policy matters.

## Membership

To reflect the Academic Board's Terms of Reference, which allows fit-for-purpose subcommittees, CPASC uses dynamic membership with a maximum of 5 members, excluding the CPASC Chair, taking into account the composition requirements and principles detailed below.

### Chair Selection

The CPASC Chair will be selected by the Academic Board.

- The Chair shall be a member of the Academic Board or the Learning & Teaching Committee.
- The Dean will provide a shortlist of suitable candidates for the Academic Board to allow the selection of a Chair for the CPASC.
- The Chair must be independent of the course and/or policy under review.
- The Chair of the CPASC may change depending on the nature of the course and/or policy under review.

Note: The Chair does not count toward the minimum independent membership requirement.

### Member Composition

For each meeting or task, the CPASC Chair will select up to 5 members consisting of:

- Academic Board academic members (at least 2)
- Senior academic staff (Dean, Head of School, Program Leaders/Course Coordinators), independent of the course/policy under review (*at least 1*)
- Quality/Compliance/Governance representatives (*at least 1*)
- A Governance Board representative (as required for strategic/financial perspectives) (*at least 1*)
- If needed\*, an external academic with relevant disciplinary expertise\*\*, shortlisted by the Dean and approved by the CPASC Chair (or Academic Board)

### Principles

- \*\*Expertise-based selection
- \*Where internal disciplinary expertise is unavailable, the CPASC Chair or Academic Board may appoint an external academic discipline expert
- Independence (no conflicts of interest)
- Inclusion of both academic and governance perspectives
- At least one governance/quality representative and one academic discipline expert

## Meetings

The CPASC will meet as needed based on the workflow of proposals and policy reviews. Meetings may be conducted face-to-face, by telephone, by videoconferencing or teleconferencing technologies, including online via web conferencing or similar technology.

The secretariat position will be filled by the Office of the Dean or the Academic Board Secretariat (or a suitable delegate as approved by the Academic Board).

## Reporting

The CPASC shall provide a report to the Academic Board that includes:

- Recommendations for course approvals and/or policy approvals
- Identified risks, mitigations, and required conditions
- Annual summary of review activities and quality enhancement outcomes

## Review

These terms of reference will be reviewed every two (2) years, or earlier if required due to changes in legislation, governance structure or institutional policy.

## Standing Orders

Meetings are in accordance with the Standing Orders outlined in Appendix 1.

## Appendix 1: Standing Orders

### Convening of meetings

1. The CPASC shall meet:
  - As needed, based on the workflow of proposals and policy reviews.
  - When specially called, at the direction of the Academic Board
2. The notice of the meeting, an agenda, and a copy of the business papers shall be circulated to each member normally at least five clear working days before the meeting. The Chair may permit additional business to be tabled at the meeting.
3. If the Chair is of the opinion that there is insufficient business to warrant holding a meeting, the Chair may cancel the meeting and inform members at least three (3) days before the scheduled date of the meeting.
4. If after fifteen minutes of the scheduled starting time, a quorum is not present, the Chair may exercise discretion and allow the meeting to proceed, but any decisions from that meeting shall be confirmed by resolution by circulation to all members of the CPASC (or a quorum where all members are not available).

### Meeting Conduct

Unless ruled otherwise by the CPASC Chair or resolved by the Academic Board, the CPASC will conduct its business as follows:

- The CPASC Chair is responsible for leading the meeting in accordance with the standing orders, maintaining decorum and providing members the opportunity to express their views and cast their votes on issues presented at the meeting.
- The order of business shall follow the agenda unless agreed otherwise.
- Matters for debate, or to move a motion, must be on the agenda and seconded, unless otherwise approved.
- Voting shall be by the CPASC Chair seeking a mover and seconder (2 separate members) for the matter under consideration unless a secret ballot is requested.
- Members may indicate their preference for approval/non-approval of a matter in advance if they are unable to attend.
- Members may speak more than once at the discretion of the CPASC Chair.
- A motion may be amended or withdrawn with the consent of the members.
- When an amendment is before the CPASC Chair, discussion shall be confined to that amendment.
- No further amendments can be made if they are substantially the same, or if the amendment is a direct negative.

## The CPASC Chair

The CPASC Chair shall:

- Conduct meetings of the CPASC in the manner indicated by the Standing Orders and give all members present an opportunity to speak and vote on the business of the meeting
- Take care that the sense of the meeting is properly followed in regard to the business before the meeting
- Put motions and amendments to the vote and report the result of the vote
- Maintain order in the discussions and debate of motions and amendments
- Refuse to accept motions and amendments which are not expressed clearly
- Not refuse any amendments that are presented in proper form and relate to the motion under discussion
- Not adjourn a meeting to prevent it from coming to a decision
- Exercise discretion in all matters not elsewhere covered in these standing orders.

## Quorum

A quorum will be the CPASC Chair plus three members, consisting of at least one governance/quality representative and at least one academic discipline expert. See point 4 above in the ‘*Convening of Meetings*’ section re non-quorate meeting procedure.

## Resolution by Circulation

A resolution in writing signed by all the members of a committee, in either case being at least a quorum, is as valid and effectual as if it had been passed at a meeting of the members duly called and constituted at the time the resolution was last signed and may consist of several documents in like form each signed by one or more of the members.

The Chair may determine that certain items be considered out of session via electronic means (e.g., email, Microsoft Teams), provided all members have the opportunity to contribute.

## The Minutes

Flying minutes and asynchronous review are permitted for low-risk or minor matters. Meeting minutes for other matters will be recorded accurately and confirmed at the next meeting (if applicable). The Minutes will normally record the following details from each meeting:

- the date, time and place of the meeting
- the names of the Chair, members present, apologies and any persons invited to the meeting
- acceptance of the minutes of the previous meeting, if applicable
- acknowledgement of progress of actions from the previous meeting, if applicable
- a summary of the business conducted, including key issues and main points of argument, including

resolutions and future actions

- the date, time and place for the next meeting, if applicable

The Minutes of each meeting shall be submitted to the following meeting for confirmation in terms of their accuracy and veracity in recording the true intent of the meeting. Any corrections must be agreed upon by the members before the Minutes are confirmed.

## Conduct of Members

A member shall:

- Endeavour to act with the best interests of the Institute and the education sector at the fore in all Board matters.
- Adhere to all responsibilities regarding confidentiality of matters before the Board
- Be prepared by reviewing all documents prior to meetings and preparing lines of debate
- Remain on topic throughout the debate
- Ensure behaviour is professional as befits the Institute
- Shall be directed by the Chair, and the member shall respond accordingly, particularly if the meeting is called to order.
- Declare any perceived conflict of interest and stand aside from discussions and voting on such matters deemed to be a conflict of interest
- Keep all matters in confidence and not disclose any matters of business to the general public, members of staff or other associates of EIT

## Amendment of Standing Orders

These Standing Orders may be amended by a motion which has been presented with due notice to all members. An absolute majority of members is required for a proposal of these orders to be changed and submitted to the Academic Board for approval.