

Terms of Reference

1.65.02 Programme Advisory Committee

Policy Number: 1.65.02
Responsibility: Faculty Dean
Date approved by Senate: 22 April 2009
Date last amended:
Date for next review: November 2010

1. Overview

The committee is a forum consisting of faculty representatives and relevant internal and external stakeholders, who will meet to dialogue on issues regarding the overall nature of academic disciplines which form the basis of key teaching subject specialisms/areas in the faculty, to ensure that its scope and content will meet the needs of the regional countries, in particular employers, industry and the profession.

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*
 - Dean of the Faculty
 - Associate Dean of the Faculty
- Head of School
- Professor(s) in the discipline
- One non-professorial staff from the discipline
- At least two industry representatives associated with the key teaching specialism in the discipline
- Two representatives from the relevant Government Ministries (one in Fiji and one from the region). This can either be the Ministry of Education and/or any other relevant Ministry.
- One representative from a relevant regional organisation
- One representative from a relevant professional body (if any such body exists).
- One student rep preferably from Year 2 or Year 3 and majoring in the discipline

By invitation:
External Adviser

Co-opted members

Other members can be co-opted as necessary

Secretary

Administrative Assistant

3. Terms of Reference

1. To provide a forum for dialogue on relevance of academic disciplines and resultant courses and programmes emerging from these subject areas, to ensure that it is responsive to changing and emerging needs of the USP member countries.
2. To offer advice on aspects of curriculum, course content, course design, major and minor structures, corresponding awards, quality and delivery of courses or programmes.
3. To provide an external and independent critique of courses and programmes as and when required.
4. To foster closer links between the faculty and stakeholders and to increase students' exposure to an understanding of the relevance of their academic studies and possible career pathways through activities such as work/job placements, community outreach and relevant attachment.
5. To assist in forming links with other stakeholders and collaborators which would be in the interest of the Discipline.

4. Meetings

The Programme Advisory Committee shall normally meet at least once a year and may convene other meetings as necessary.

5. Quorum

The quorum shall be half of the members¹ and must include 3 external members.

¹ This is in line with the Senate Standing Orders 4: Quorum : *A quorum for all meetings of the Senate shall be half of the members of Senate.*