Terms of Reference

Course Development and Monitoring Committee

Title of Document

1.   Terms of Reference of the Course Development and Monitoring Committee (TOR-CDMC).

Establishment

2.   As part of its governance framework, the Committee is established by the Academic Board to provide reports and/or recommendations to the Academic Board and other Committees as required in matters related to IHNA's course development and monitoring aspects.

Rationale

3.   The Institute of Health and Nursing Australia (IHNA) recognises that effective and informed course development and change management processes are an integral part of the strategic academic planning of the Institute and part of the continuous improvement and quality management.

4.   The principal function of the Course Development and Monitoring Committee (CDMC) is to provide advice on the relevance of courses to prospective students, specific industry and professional bodies, and the community and, in doing so, provide open and transparent processes for this.

Objectives

5.   The Committee is established as the primary strategic mechanism for the processes that include:
    a)   providing advice on new course proposals
    b)   monitoring the development of new courses
    c)   reporting on applications for the accreditation of new courses and when appropriate reaccreditation of existing courses
    d)   variations to existing courses
    e)   reviewing existing courses at regular intervals or as indicated from feedback/consultation.

6.   The Committee may also facilitate networking with industries, businesses, and the community to provide opportunities for research collaborations and/or provide practical experience for students where appropriate.

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Chair and Deputy Chair

7. The Chairperson of the Committee shall be an Executive Board Director or a delegate. The Chair may appoint a Deputy Chairperson.

Membership

8. The Committee shall comprise:
   a) Executive Board Director or a delegate (Chair)
   b) Academic Director
   c) Director, Quality Management
   d) Senior Nurse Educator
   e) Manager, Course Administration
   f) External Academic/Industry Experts
   g) Secretary (in attendance).

Invitees/Guests Attendees

9. The National Training Managers are called as Invitees/Guests Attendees in CDMC meeting for meeting objectives of the committee for school academic approval and related matters.

Role

10. The Committee monitors the development of new courses and reviews existing courses in association with relevant staff of IHNA to advise the Academic Board on matters relating to course quality, development, reviews, clinical placement agreements and associated academic policies as per the following training and assessment procedures:
    a) Training and Assessment Strategy Development procedure
    b) Design and Development Procedure
    c) Industry Engagement
    d) Assessment Validation Policy and Procedure
    e) Course Review Procedure.

11. Where external course accreditation is required, the Committee, in consultation with the relevant staff, oversees compliance, reporting and the production of required course documentation and ensures IHNA meets regulatory and accreditation standards.

Functions and Responsibilities

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12. The responsibilities of the Committee include:

   a) Recommending course proposals, curricula and/or training and assessment strategies to the Academic Board, ensuring they meet Training Products and/or Accreditation Standards requirements.

   b) Overseeing course development and review processes according to IHNA policies, including monitoring and reviewing the structure of each course, compulsory and elective units, and the benchmarking of proposed courses.

   c) Providing advice and updating the Academic Board on recent developments and trends in specific fields of study and directions in course development, including policy development and course standards.

   d) Providing advice on learning outcomes, course rationale, design, structure, relevance, and appropriateness of its content, including benchmarking, outcomes, and assessment tasks.

   e) Advising and recommending the Academic Board and other committees on admissions, pathways, credit, academic programs, and courses arising from current policy, practice, or procedures, including the development and approval of Aboriginal and Torres Strait Islander content and pedagogy.

   f) Overseeing the course review and validation processes under IHNA's relevant policies and procedures.

   g) Monitoring, reviewing, and providing advice to the Academic Board in relation to the quality assurance of courses, including through third-party arrangements.

   h) Making recommendations to the Academic Board on innovative learning and teaching methods and delivery modes and exploring options and pathways for new courses.

   i) Advising and making recommendations to the Academic Board on entry standards, including English language proficiency and articulation.

   j) Ensuring that extensive consultation with students, academic staff, professional/industry leaders, and external subject matter experts has been made on the content and directions of proposed courses.

   k) Overseeing assessment validation and moderation as per the schedule.

   l) Establishing, as required, expert review panels to assist with course development, assessment reviews and assessment validation-moderation.

   m) Reviewing activities, courses, and e-learning resources.

   n) Fostering course development within the strategic directions of the Institute.

Sub-committees

13.   Course Advisory Committee (e.g., Nursing Advisory Committee) is a Sub-committee. The Sub-committee reports to this Committee with industry-specific requirements and standards, including current industry needs, adoption of innovative techniques and approaches in learning and teaching, effective networking with the industry as a part of the development, review, and improvement of course(s).

Legislation and Standards

14.   The Committee is responsible for meeting compliance requirements of the following legislative and regulatory instruments:
   a)   Standards for Registered Training Organisations 2015
   b)   VET Quality Framework
   c)   Australian Qualification Framework
   d)   Education Services for Overseas Students Act 2000 (ESOS Act)
   e)   National Code of Practice for Providers of Education and Training to Overseas Students 2018
   f)   Enrolled Nurse Accreditation Standards 2017.

Meetings

15.   Members of the Committee propose agenda items to be discussed in the upcoming meeting. Agenda items for the Committee may also be suggested by anyone in the IHNA community (non-committee members) by directly contacting either a committee member, the Committee Chair, or the Committee secretary.

16.   The Committee Chair will evaluate agenda items for the Committee.

17.   The Chair and the Secretary will meet monthly to coordinate the timing of Committee efforts and ensure proper communication, inclusion, and prioritisation.

18.   Agendas, minutes, and supporting documents shall be distributed to members of the Committee at least five (5) working days prior to the upcoming meeting.

19.   Except with the express permission of the Chair, late papers and agenda topics will not be accepted and included in the upcoming meeting. All papers and topics must be submitted to the Committee seven (7) working days prior to the upcoming meeting.

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20. Agendas, minutes, and associated meeting papers may be distributed electronically via email or uploaded to the intranet. Some decisions and projects may need additional communication due to their scope. These communications will be determined on a case-by-case basis.

21. The Committee Secretary shall keep the minutes of all meetings. All documentation shall be retained in the Institute's primary electronic storage system.

22. Meeting Schedule: The CDMC shall meet quarterly as scheduled. Additional meetings may be scheduled on a needs basis to enable the CDMC to discharge its duties.

Minutes

23. All meetings are to be minuted. The draft of minutes of meetings must be distributed to all Committee members and guests for review and feedback.

24. The minutes must record the following:
    a) date and location of the meeting
    b) attendees, apologies and absentees
    c) agenda items discussed
    d) action items (including responsibility and timeframe)
    e) decisions made (including the rationale for decisions).

25. The Secretary must maintain minutes of meetings of the Committee and, after approval by the Committee Chair, they must be presented at the next Committee meeting.

26. All minutes of the Committee must be entered into a minute book maintained for that purpose and will always be open for inspection by any member.

Reporting

27. The Committee will report on new courses/courses for accreditation for approval, and the relevant approving committees will refer to reports during the course approval process.

28. To comply with all reporting requirements, the following will be undertaken:
    a) Minutes of meetings shall be submitted for consideration by the Academic Board.
    b) The Committee will make recommendations on matters that require the approval of the Academic Board and/or the Board of Directors.

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c) The Minutes will be retained in the Institute's primary electronic management system.

d) All relevant papers for the Committee will be distributed to members at least five (5) working days prior to the Committee meeting.

e) Minutes will be taken at each meeting and confirmed at the following meetings. All corrections to minutes must be tabled at the relevant meeting.

Document Approval

Document ID	Terms of Reference of the Course Development and Monitoring Committee (TOR-CDMC)		
Owner(s)	Academic Board		
Approved	Board of Directors	Date Approved	12/03/2021

Document History

Version no	Summary of Changes	Next Review Date
1.0	Creation of draft document	12/03/2021
1.2	Improvements have been made for invited participants	30/09/2024

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Review

29. The Terms of Reference and the functions of the Course Development and Monitoring Committee will be subject to a periodic review by the Academic Board to ensure that it is operating effectively and fulfilling its functions and to guarantee continuing relevance.

Document Approval

Document ID	Terms of Reference of the Course Development and Monitoring Committee (TOR-CDMC)		
Owner(s)	Academic Board		
Approved	Board of Directors	Date Approved	17/02/2021

Document History

Commencing Date	Version no	Summary of Changes	Next Review Date
17/02/2021	1.0	Creation of draft document	31/12/2024
12/03/2021	1.1	Change in Committee Membership	31/12/2024