

# Terms of Reference (Vice-Chancellor approved) Course Commercial Evaluation Panel

## Section 1 - Overview

### Establishment of Committee

(1) The Course Commercial Evaluation Panel is established as a Vice-Chancellor and Chief Executive Officer's Committee. The establishment of this Committee and the delegation of powers to it are actions authorised by the Vice-Chancellor and Chief Executive Officer.

### Objectives

(2) The Committee is delegated a number of functions in relation to evaluation of commercial viability of new courses, pathways, blended teaching models and partnerships.

## Section 2 - Committee membership

### Membership

(3) The members of the Committee are as follows:

- a. Chief Financial Officer
- b. Provost and Deputy Vice-Chancellor
- c. Pro Vice-Chancellor (Academic Innovation)
- d. Executive Director Marketing and Strategy
- e. Director Financial Services
- f. Director Student Administration and Services

### In attendance

#### Official attendees

(4) Any other person invited by the Chair

### Chair

(5) The Chief Financial Officer will act as Chair. If the Chief Financial Officer is unavailable to act as Chair then the Director Financial Services will act as Chair. If the Director Financial Services is unavailable to act as Chair then the Committee will elect a Chair to act during the period the Director Financial Services is unavailable.

### Gender representative objectives

(6) The University is committed to gender equality and, so far as is practicable, it is an objective that the Committee membership should comprise a balance of genders.

## Section 3 - Terms of reference

### Functions

(7) The Panel has authority to:

- a. Evaluate the commercial viability of proposed new courses, pathways, blended teaching models and partnerships considering the following four categories of assessment:
  - i. external assessment
  - ii. internal assessment
  - iii. financial assessment
  - iv. risk assessment
- b. Provide feedback to project proposers
- c. Approve the progression of proposed courses to the Academic Program Committee
- d. Review courses approved and make recommendations to the Vice-Chancellor and Chief Executive Officer

### Reporting

(8) The Chair of the Committee will report to the Vice-Chancellor and Chief Executive Officer on the business conducted by the Committee. Reports will normally be by email and will include minutes of each meeting.

## Section 4 - Delegations

### Delegation from Vice-Chancellor and Chief Executive Officer

(9) This committee has delegated authority from the Vice-Chancellor and Chief Executive Officer to perform on behalf of the Vice-Chancellor and Chief Executive Officer the approval, advice and monitoring functions set out in these terms of reference and all matters ancillary to those functions. The Vice-Chancellor and Chief Executive Officer retains the discretion to withdraw, modify or override this delegation at any time.

## Section 5 - Conduct of Committee business

### Meetings

(10) The Committee will meet as required and is expected to use technology and "flying minutes" to attend to urgent matters. Committee members are expected to be available on short notice, however should be given as much notice as is practicable in the circumstances of matters arising.

### Business papers

(11) Unless the Chair directs otherwise, Committee business papers, or "flying minutes" and explanatory documents accompanying them, will be distributed to Committee members as required and with as much notice as is practicable in the circumstances. Disclosure of business papers, minutes and other information received by the Committee should be made via the Chair or Secretary to the Committee.

### Quorum

(12) A quorum shall consist of a simple majority of the members of the Committee at the time the meeting is held.

## **Use of technology**

(13) For its business papers, meetings and otherwise to conduct its business the Committee and its members may use technology including telephone, video-conferencing, telepresence, email and internet as arranged by the Chair and/or Committee Secretary.

## **Resolutions**

(14) The Committee may pass a resolution by "flying minute" provided that the resolution has been approved by a simple majority of the Committee members at the time the resolution is made.

## **Minutes**

(15) Meeting notes will be kept to a minimum and circulated promptly following the meeting, including all action items. These will not require formal endorsement by the Committee.

## **Disclosure of information**

(16) Disclosure of business papers, minutes and other information received by the Committee should be made via the Chair or Secretary to the Committee.

## **Self-Review**

(17) Once every twelve-month period, the Committee shall devote at least one part of one meeting to the review of its policies, practices and procedures over the preceding 12 months.

## **Secretary to Committee**

(18) Executive Assistant to the Chief Financial Officer will act as secretary and provide administrative support to the Committee.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	10th May 2016
<b>Review Date</b>	2nd March 2018
<b>Approval Authority</b>	Vice-Chancellor and Chief Executive Officer
<b>Approval Date</b>	9th March 2016
<b>Expiry Date</b>	21st August 2017
<b>Unit Head</b>	Kris Kauffmann Chief Financial Officer
<b>Author</b>	Michelle Clarke Chief Financial Officer
<b>Enquiries Contact</b>	Office of the Chief Financial Officer +61 2 6773 2636