WESTERN SYDNEY
UNIVERSITY

School of Computer, Data and Mathematical Sciences
External Advisory Committee

1. Role

The External Advisory Committee's (EAC) principal function is to provide collegial advice on the relevance of programs to prospective students, the community, to industry, and to appropriate professional bodies, adopting open and transparent processes.

The Committee may also facilitate networking with business, industry and community figures to leverage consultancy ventures, foster support for the University, attract donations for scholarships, provide opportunities for research collaborations, and provide vocational experience for student placements. With appropriate membership, the Committee may provide expert advice about curriculum design standards for current or proposed programs.

2. Terms of Reference

a. The EAC provides advice to the Director of Academic Program regarding:

- The relevance and presentation of each program and possible future developments.

- The direction and scope of the research and development, consulting, continuing education and other community related activities associated with the program or discipline area, including identifying emerging needs and opportunities.

- Relationships between the area and relevant professional community groups and employers.

b. The EAC will meet face to face (in person or online) at least once a year.

c. A report of the EAC will be provided to the next meeting of the School Academic Committee (SAC) and subsequently to the Academic Planning and Courses Approvals Committee (APCAC).

d. Minutes or notes must be taken for each meeting.

3. Membership

Membership should include but is not limited to the following:

Internal Members
- Director of Academic Program (Discipline relevant or nominee)
- Deputy Dean or nominee
- Member of the academic staff teaching in the award area
- Student of the award/one of the awards

External Members (must be a majority of the Committee):
- Committee Chair
- Community
- Industry
- Relevant profession - may include members of academic staff of other institutions
- Alumni

Quorum is 50% of the membership and the majority of those present must be External Members.

The Term of Office for members is two years. Consecutive terms are permitted.

4. Procedures

Each meeting should be documented using an agenda and notes resulting in the EAC report. The following documents are required to be submitted when the Committee is providing advice on new or substantially revised programs.

- Agenda
- Program Review Document
- EAC Report
- Committee Attendance List
- Response to EAC report action items

Timing of Meetings

The EAC will meet atleast annually. There is no specific maximum number of meetings recommended. The Committee is free to meet as often as it considers necessary. Electronic or technology assisted meetings may be held.

5. Responsibilities

Committee Chair

- Review the "Program Review Document" prior to the meeting.
- Ensure all business on the agenda has been discussed.
- Ensure all views are heard.
- Ensure clear decisions/recommendations are reached.
- Approve EAC report.

Dean, Deputy Dean or Director

- In consultation with the Deputy Dean, Directors of Academic Programs and other Deans, where relevant, or with other relevant academic staff, establish an EAC Committee and review membership every two years.
- Determine the Committee's terms of reference.
- Appoint an external Chair; that is, an individual who is not employed by the University.
- Liaise with Professional Staff regarding administrative support for the Committee.
- Assist the external Chair where required at the meeting.
- Follow up the Chair to obtain the EAC report, which should include any decisions/recommendations reached by the Committee.

Director of Academic Program (DAP)

- Assist with the completion of the "Program Review Document"
- Consult with the Deputy Dean to discuss the actions from the EAC report and prepare responses including any strategies to improve the quality and relevance of the program/s.

Professional Support Staff

- In conjunction with the DAP, preparation of the "Program Review Document" prior to the meeting and distribute to members.
- Organise the logistics of the meeting (room booking, parking, catering, distributing papers, etc).
- Liaise with the Chair regarding the agenda for each meeting.
- Take minutes or notes for each meeting.