

## Group Course Committee

### Purpose

The Group Course Committee (GCC) deals with the day to day administration of curricula, delivery and attendant policies.

### Terms of Reference

The GCC operates with and through its Executive Chair, the Chief Academic Officer (CAO) who, in turn, reports to the College's CEO who is also its Academic Principal. Under the Executive Chair's leadership, the Group Course Committee has the following roles and functions:

- to review the day-to-day operation of College Programs
- to monitor and, where necessary, influence, all aspects of moderation
- to undertake the annual benchmarking exercise and consider benchmarking reports (the annual benchmarking exercise is undertaken by the benchmarking subcommittee of the GCC, including the CAO, all Program Directors, the Director, Program Development and the Director, Academic Policy and Quality)
- to develop and amend timetables
- to analyse data and make recommendations for the continuous improvement of the content and delivery of all courses
- to review the effect of academic policy and report to The College of Law Academic Board and the Academic Principal, from time to time
- to consider recommendations in respect of any Program received from lecturers, Practice Area Teams, student evaluations and external Curriculum Advisory Committees (CACs)
- to make recommendations to the Academic Board and the Senior Executive Committee with regard to resourcing
- to report, as required, to the Academic Board

The GCC meets fortnightly and provides reports quarterly to the Academic Board (or more frequently as required) and to the Senior Executive Committee (as required).

### Membership

The GCC is constituted by:

- Chief Academic Officer (Executive Chair)
- Executive Director, The College of Law Queensland
- Executive Director, The College of Law Victoria
- Executive Director, The College of Law Western Australia
- Executive Director, The College of Law South Australia
- CEO, The College of Law New Zealand
- Director, PLT Program (New South Wales)
- Director, Curriculum and Course Development
- Director, Practitioner Education
- Head of Practical Legal Training Program Online (NSW)
- Manager, Student Services
- Deputy Director, Marketing
- Director, Academic Policy and Quality