

La Trobe University
 Senior Executive Group
COURSE PORTFOLIO AND SCHOLARSHIPS COMMITTEE

Establishment

A sub-committee of the Senior Executive Group established by the Planning and Resources Committee on 5 December 2014 and amended 7 August 2015, 4 March 2016, 19 April 2018, 31 May 2018, and 13 April 2021.

Membership

Composition	Member	Appointment status
A Deputy Vice-Chancellor (Education) (Chair)	Professor Nicolette Lee	Ex-Officio
B Director, Quality and Standards	Ms Amanda Carr	Ex-Officio
C Associate Provost (Learning and Teaching), College of Arts, Social Sciences and Commerce	Professor Parshia Lee-Stecum	Ex-Officio
D Associate Provost (Academic Partnerships and International), College of Arts, Social Sciences and Commerce	Professor Suzanne Young (Acting)	Ex-Officio
E Deputy Provost (Learning and Teaching), College of Science, Health and Engineering,	Professor Birgit Loch	Ex-Officio
F Associate Provost (Academic Partnerships), College of Science, Health and Engineering	Dr Fiona Bird	Ex-Officio
G Associate Provost (International), College of Science, Health and Engineering	Dr Sonia Reisenhofer	Ex-Officio
H Executive Director, Planning and Governance	Dr Paul Ramage	Ex-Officio
I Chief Marketing Officer	Ms Natalie Ellisdon (Acting)	Ex-Officio
J Pro Vice-Chancellor, International	Dr Stacey Farraway	Ex-Officio
K Provost, College of Science, Health and Engineering,	Professor Robert Pike	Ex-Officio
L Provost, College of Arts, Social Sciences and Commerce,	Professor Simon Evans	Ex-Officio
M Pro Vice-Chancellor (Graduate and Global Research)	Professor Chris Pakes	Ex-Officio
N Chief Financial Officer or nominee	Ms Jodie Banfield	Ex-Officio
O Deputy Vice-Chancellor, International	Professor Richard Speed	Ex-Officio
P Associate Pro Vice-Chancellor (China Strategy)	Professor Amalia Di Iorio	Co-opted
Q Deputy Vice-Chancellor (Students)	Professor Jessica Vanderlelie	Ex-Officio

In attendance

Composition	Member	Appointment status
A Director, Commercial Analytics	Mr Michael Cudmore	In attendance
B Senior Director, Market Strategy and Partnering	Ms Penny Smith	In attendance
C Executive Officer to the Deputy Vice-Chancellor (Education)	Ms Katherine Dillon	Executive Officer

Role / Terms of reference

Terms of reference

1. Oversee the financial and strategic health of the University's coursework portfolio (including executive education and short courses) under the University's portfolio strategy, and:
 - a) Consider for approval business cases for new courses from Colleges and Schools
 - b) Track approved course realisation of business case targets
 - c) Set thresholds for and monitor course and subject viability, making recommendations for closure as appropriate
2. Oversee associated market and operational effectiveness, including:
 - a) Receiving regular reports of the timeliness of the end-to-end course approval process, so as to ensure speed to market of new courses, while also maintaining appropriate strategic, financial and academic scrutiny of proposals
 - b) Receiving high level market demand reports, and making recommendations for further exploration as appropriate
3. Oversee the University's Pricing and Scholarships Strategy in support of the University's student access and recruitment, retention and partnership objectives and consistent with Government policy requirements, including:
 - a) Recommending, for Senior Executive Group approval, annual course fees for domestic and international based on evidence of student willingness to pay, market positioning and competitor behaviour
 - b) Receiving reports from the Scholarships Sub-Committee
 - c) Annually reviewing the return on investment of the University's coursework scholarships and fee waivers
4. Oversee the University's load planning process, including:
 - a) Annual development, for Senior Executive Group approval, of the University Load Plan
 - b) Regularly monitoring the University's progress towards achievement of the Load Plan, presenting regular reports to the Senior Executive Group
 - c) Overseeing the ongoing development of the load planning model to ensure the tool remains fit for purpose
5. Develop and review relevant policy and procedures, making recommendations to relevant business owners and SEG for changes as appropriate

Sub-groups

Scholarships Sub-Committee

Product Roadmap Steering Committee

Quorum

A quorum for the meeting will be a third of the membership.

Frequency of meetings

As required with a minimum of six meetings to be held in a year.

Secretariat/Contact person

Katherine Dillon

Executive Officer/Advisor to the Deputy Vice-Chancellor (Education)

Email: CoursePortfolioSch@latrobe.edu.au