

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, and 31 May 2018.

## Membership

Composition	Member	Appointment status
<b>A</b> Deputy Vice-Chancellor (Academic) (Chair)	Professor Kerri-Lee Krause	Ex-Officio
<b>B</b> Vice-President (Administration)	Ms Robyn Harris	Ex-Officio
<b>C</b> Executive Director, Quality and Standards	Professor Nicolette Lee	Ex-Officio
<b>D</b> Pro Vice-Chancellor (Regional)	Professor Richard Speed	Ex-Officio
<b>E</b> Associate Pro Vice-Chancellor (Coursework), College of Arts, Social Sciences and Commerce	Professor Mahsood Shah	Ex-Officio
<b>F</b> Associate Pro Vice-Chancellor (Partnerships), College of Arts, Social Sciences and Commerce	Professor Amalia Di Iorio	Ex-Officio
<b>G</b> Associate Pro Vice-Chancellor (Coursework), College of Science, Health and Engineering	Professor Birgit Loch	Ex-Officio
<b>H</b> Associate Pro Vice-Chancellor (Partnerships), College of Science, Health and Engineering	Dr Sonia Reisenhofer	Ex-Officio
<b>I</b> Executive Director, Planning and Governance	Dr Paul Ramage	Ex-Officio
<b>J</b> Chief Marketing Officer	Mr Mark Engel	Ex-Officio
<b>K</b> Pro Vice-Chancellor, International	Mr Kelly Smith	Ex-Officio
<b>L</b> Pro Vice-Chancellor, College of Science, Health and Engineering	Professor Robert Pike	Ex-Officio
<b>M</b> Pro Vice-Chancellor, College of Arts, Social Sciences and Commerce	Professor Simon Evans	Ex-Officio
<b>N</b> Dean, Graduate Research School	Professor Chris Pakes	Ex-Officio

## In attendance

Composition	Member	Appointment status
<b>A</b> Deputy Director, Load Planning and Analysis	Mr Michael Cudmore	In attendance
<b>B</b> Director, Market Strategy Unit	Ms Penny Smith	In attendance
<b>C</b> Chief Financial Officer or nominee	Mr Mark Smith	In attendance
<b>D</b> Pro Vice-Chancellor (Employability and Postgraduate Coursework)		In attendance

## Role / Terms of reference

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### Terms of reference

1. Develop and continually refine the University's undergraduate and postgraduate course portfolio profile (including executive education and short courses), taking account of the distinctive nature of the La Trobe course, relevant course performance data, and the patterns and trends in market attractiveness, market positioning and competitor behaviour.  
Based on this course portfolio profile:
  - a) Commission the development of business cases for new courses from Colleges and Schools in areas relevant to the University's strategy and for which there is demonstrated market demand
  - b) Consider for approval business cases for new courses from Colleges and Schools from a strategic and business perspective
  - c) Identify courses currently offered that should be reviewed or closed
2. Oversee the implementation of the Courses and Subjects with Low Enrolments Policy, adjusting as necessary the threshold 'low enrolment' definitions
3. Receive 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
4. Develop, for the Senior Executive Group approval, 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
5. Recommend, 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
6. Oversee the ongoing development of the pricing model to ensure the tool remains a relevant input to the Pricing and Scholarships Strategy
7. Receive regular reports from the Coursework Scholarships Sub-Committee
8. Annually review the return on investment of the University's coursework scholarships, including both its economic and access dimensions and propose amendments to the Scholarship Strategy as required
9. Develop annually, for Senior Executive Group approval, the University Load Plan
10. Regularly monitor the University's progress towards achievement of the Load Plan, presenting regular reports to the Senior Executive Group
11. Oversee the ongoing development of the load planning model to ensure the tool remains fit for purpose
12. Develop and review relevant policy and procedures and make recommendations to the Senior Executive Group

**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**

Governance and Policy Services

**Contact person**

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