

College of Science and Engineering Industry Advisory Board Terms of Reference

The College of Science and Engineering “(the College)” is a significant contributor to the teaching and research capabilities of Flinders University spanning the Bedford Park, Tonsley and City Campuses. The teaching programs include *Engineering and Design*; *Natural Sciences*; *Computer and Mathematical Sciences*; and *Physical and Molecular Sciences*, while the research sections include *Engineered Systems*; *Ecology, Evolution and Environment*; *Data and Information Science*; and *Molecular Science and Technology*.

The College benefits greatly from its interactions with industry. It aims to be attuned and responsive to the workforce needs of industry, to help industry to solve its most pressing challenges, and to develop partnership with industry that move the latest research from the laboratory to market.

To help facilitate the above, the College has established an Industry Advisory Board (IAB). The IAB brings together a representative group of leaders from the private, public, and not for profit sectors who have an interest in science and engineering and a commitment to assisting the College of Science and Engineering to develop and achieve its strategic goals.

1. Terms of Reference – role of the Board

The Board will provide the College with advice on:

- Current workforce needs and future trends, including transformational changes that are taking place in industry and how the College should respond
- The industry suitability and relevance of the College education and research activities, both existing and proposed
- Strategies and opportunities to grow the education and research activities of the College in areas of relevance to industry
- Opportunities to partner with industry in areas of mutual interest
- Professional standards and accreditations relevant to the College
- Ways to improve the impact of the College on economic prosperity, environmental sustainability, social well-being and government policy
- Other matters referred to the IAB by the Vice President and Executive Dean

2. Meetings

It is expected that the IAB will meet three times per year with an agenda and supporting documents that are distributed at least one week prior to the scheduled meeting.

IAB members are not permitted to send a proxy to attend on their behalf.

2.1 Minutes

The minutes will, as appropriate to the matter being recorded:

- be succinct
- reflect contextual information
- record decisions, recommendations and actions
- aim to be distributed electronically within ten (10) working days of the meeting.

2.2 Proposed amendments to the minutes are to be communicated to the CSE Executive Officer. The IAB Chair will address any proposed amendments out-of-session where necessary.

2.3 Endorsement of the Minutes is to occur out-of-session unless an issue arises that cannot be resolved.

3. Membership

The IAB will include the following:

- External Chair and Deputy Chair
- At least 12 External Members
- College Vice President and Executive Dean (Ex Officio)
- College Heads of Disciplines (Ex Officio)
 - Computing and IT
 - Engineering
 - Environment
 - Science
- Observers as approved by the Chair

The Board's composition will ideally include members with expertise in:

- Professional education and training, and or professional practice, preferably with links to, or good knowledge of, relevant professional accreditation bodies
- Government
- Teaching and research areas of the College

The Board should have a diversity of membership aligned with principles set down by the College Equity Diversity Inclusion Advisory Group (EDIAG) and Athena Swan Charter

The Chair (and Deputy Chair) will be drawn by nomination from the Board and approved by the Vice President and Executive Dean of the College. They will be supported by the College Operation Team in the organisation of the IAB including minuting of meetings.

The normal term of the membership is three years (3 years), with possible renewal by mutual agreement.

4. Conflicts of Interest

IAB members will:

- act in good faith and for the benefit of the College
- disclose matters where their obligation to act in the interest of the College conflicts with their organisational or other responsibilities
- be responsive and engaged and exercise honesty, care and diligence in the discharge of their duties on the IAB."

5. Decisions

Whilst the IAB predominantly provides advice to the College, ad hoc decisions may be required. Decisions by the IAB will be based on consensus.

Consensus is defined as 75% of those who vote must agree for a resolution to pass. Members are permitted to abstain from voting where they deem it appropriate.

If a consensus is not achieved on any particular issue, the matter is to be referred to the Vice President/ Executive Dean of the College for resolution.

6. Responsibilities

The Chair (or Deputy Chair) of the IAB will:

- Chair the meetings of the IAB
- Establish the agenda for the IAB meetings in consultation with the College Vice President and Executive Dean and members
- Ensure that the minutes are a true reflection of the matters discussed, outlining any that may be confidential
- Oversee any IAB sub-committee activities
- Suggest alternative or additional members of the IAB when positions become vacant

The College Vice President and Executive Dean will

- Work with the Chair to formulate an agenda for each meeting
- Disseminate and implement as appropriate the advice provided by the IAB within the College
- Receive nominations for and approve the membership of the IAB

The College Executive Officer will

- Work with the College Operations team to ensure there is administrative support for the IAB including creation and distribution of the agenda, and scheduling and minuting of the meetings

7. Review

The Terms of Reference for the College IAB will be reviewed every three years, or at an earlier date if required.