



Gestalt Education Processes (GEP) Committee – Terms of Reference

This Terms of Reference describes Gestalt Therapy Brisbane's (GTB) GEP committee and the delegated responsibility this body has for course advice in accord with the Higher Education Standards Framework (Threshold Standards) 2021 and relevant professional association requirements. This document also describes the relation of the GEP to the Academic Governance Body (AGB).

Overview

The GEP Committee holds a course advisory role and is clearly differentiated from the AGB, which delegates authority for course advice matters to the GEP. The GEP Committee meets on an ad-hoc basis and consists of internal and external independent members who hold discipline-specific and course-delivery expertise. The GEP Committee is responsible for:

- a) Alignment of course material to appropriate academic levels and required professional standards;
- b) review of major course changes;
- c) review of new course proposals;
- d) review of course currency, rigour, and market relevance;
- e) guidance on government, professional, and other course-relevant policies and procedures;
- f) timely advice on trends and opportunities for GTB courses; and
- g) advice on any other course-relevant matters as they may arise.

The GEP Committee communicates academic matters to the AGB through reporting and representation as appropriate.

Scope of Responsibilities

The responsibilities of the GEP reflect its *course advisory* role, as distinct from the *academic implementation* role carried out by senior management.

- a) The GEP Committee takes direction from the AGB and/or GTB senior academic management regarding course review matters.

- b) The GEP Committee is intentionally designed and delegated with the authority to fulfil a course advisory role within the GTB academic quality assurance processes.
- c) The GEP Committee meets on an ad-hoc basis as required to review, discuss and recommend on course advisory matters.
- d) The GEP Committee makes recommendations to the AGB based on reviews of the design and content of each course of study, the course and subject learning outcomes, and the methods of assessment.
- e) The GEP Committee will identify and communicate risks to the academic quality of courses.
- f) The GEP Committee maintains and provides skill and leadership in course advice to assure quality higher education at GTB.
- g) The GEP Committee promotes the academic standing of GTB with accrediting bodies, professional associations and other stakeholders with whom GTB is or might be a partner.
- h) The GEP Committee is subject to an assessment of performance and effectiveness through cyclical external reviews.

Composition

The number of GEP Committee members will be appropriate to the size and structure of GTB. Membership will consist of both internal and external members and will be based on qualifications and experience relevant to the psychotherapy field and to higher education delivery in Australia. This membership profile aims to ensure appropriate perspectives and expertise are provided and collegial consideration of course advisory matters is promoted. Membership consists of:

- GTB senior academic manager (representative of the GEP Committee to the AGB)
- AGB delegate (the Chair of the AGB attends meetings of the GEP Committee)
- At least two (2) external independent members with the following profile:
 - Professionals with relevant backgrounds drawn from psychotherapy organisations or associations; or
 - Independent practitioners with demonstrated experience in psychotherapy; or
 - Individuals with experience in course-relevant professional bodies.
- Student representative (the AGB student representative may sit on the GEP Committee)

This committee is chaired by the GTB senior education manager who reports to the AGB.

Standing Orders

- a) The chair of the GEP Committee will be a standing position and will be the GTB senior academic manager.
- b) Minutes of the meetings of the GEP Committee will be prepared by the Secretary and the contents of the meetings will be reported to the AGB.
- c) The senior academic manager will report to the AGB through the Chair as to the changes or initiatives that have been implemented either as a result of recommendations made by the AGB or as a result of identified issues.

Meetings

- a) The GEP Committee is established as an ad-hoc committee and shall meet as required.
- b) A quorum for the GEP Committee shall be half the recognised membership plus one. This number must consist of at least one external GEP Committee member.

Membership

- a) Members will hold office for a period of two (2) years.
- b) Membership can be renewed for an additional period of two (2) years and a further two (2) years with review.
- c) Membership may be terminated if a member:
 - acts illegally or negligently in a manner that may negatively affect GTB's financial, academic or reputational standing;
 - fails to report a conflict of interest; or
 - on other extreme grounds.
- d) When a member is consistently absent from meetings the GEP Committee will review that member's membership. Members may be replaced if it is accepted that they are unlikely to make an appropriate contribution in the future

Review

These Terms of Reference shall be reviewed every three years.

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