



## Terms of Reference

### Education Committee

Trim Location	13/G/1
Responsible Officer	Vice-Chancellor
Approval Date	15/05/2015
Approval Authority	USQ Council

## 1 Role

The Education Committee is responsible to Academic Board for providing leadership in relation to academic activities, including learning and teaching, programs and courses, and educational partnerships.

## 2 Functions

The functions of the Education Committee are to be accountable to Academic Board with respect to assuring and overseeing:

1. that program and course design is appropriate and meets or exceeds regulated standards;
2. that admission criteria for entry into programs and courses are appropriate;
3. that learning and teaching practices throughout the University are of a high quality which meet or exceed regulated standards;
4. that assessment is effective and student learning outcomes are achieved;
5. that the accreditation, re-accreditation, monitoring, review, updating and termination of programs and courses meets or exceeds regulated standards;
6. the development and revision of academic quality policies and ensure compliance with such policies and related procedures;
7. the quality assurance of all academic matters including domestic and international partners and students;
8. recommendations to Academic Board on the above matters and any other matters referred to the Committee.

## **3 Membership**

### **3.1 Membership**

The membership\*\* of the Education Committee is:

1. Chair, elected by members of Academic Board from the elected staff members of Academic Board
2. Senior Deputy Vice-Chancellor or nominee (ex officio)
3. Deputy Vice-Chancellor (Academic Services) or nominee (ex officio)
4. Three elected staff members of Academic Board elected by members of Academic Board
5. Associate Deans (Learning and Teaching) from each Faculty (ex officio)
6. Associate Deans (Academic) from each Faculty (ex officio)
7. One elected undergraduate student elected by and from the undergraduate students of the University
8. One elected postgraduate coursework student elected by and from the postgraduate coursework students of the University.

*\*\*Additional members, as required, to meet Academic Board Gender Representation requirements.*

### **3.2 Working Parties, Sub-committees, Co-option and Observers**

1. The Education Committee may establish *ad hoc* working parties as required;
2. The Education Committee may make recommendations to Academic Board to establish sub-committees as required;
3. The Education Committee may co-opt other persons as required to provide advice and assistance in respect of specific issues being considered or when specialist expertise is required, noting that such co-opted persons will have no voting rights;
4. By endorsement of the Education Committee, observers may be invited to attend meetings, noting that an observer will have no voting rights.

### **3.3 Responsibilities of Education Committee Members**

Members are identified as coming from named organisational entities to facilitate the consultation process. However, members are not appointed to represent their particular organisational constituencies, and are expected to contribute to the Education Committee in the overall interests and objectives of the University.

### **3.4 Absences**

Ex-officio members may nominate a duly appointed acting person to represent them when necessary. An elected member who is absent from two or more consecutive meetings without having been granted prior leave of absence by the Chair of Academic Board shall be deemed to have vacated the position, resulting in a casual vacancy.

### **3.5 Casual Vacancies**

Casual vacancies will be managed under the provisions of the Academic Board terms of Reference.

## 4 Meetings, Reporting and Minutes

**Frequency of Meetings:** Eight times per year. Special meetings may be called by the Chair as the need arises.

**Reports to:** Academic Board

**Minutes:** For all meetings, minutes shall be kept as provided for in the University's regulation. A report or minutes of each Education Committee meeting will be sent to the Research Committee to encourage collaboration and sharing of information. The Education Committee is expected to work in conjunction with other Standing Committees of Academic Board.

## Modification History

Date	Source	Details
		Previously USQ Calendar Management 3.3.5
06.02.2013	13/G/1	Conversion to new template
26.08.2013	Council	Revised Terms of Reference and Membership of Education Committee
28.08.2014		Update to Section 3.1, No. 4 following change of PVC title
30.10.2014		Minor amendments following annual review by Education Committee
15.05.15	Council	Revised the Terms of Reference of the Education Committee
22.09.2015	Academic Board	Update to Section 3.1 to include capacity for additional members to meet Academic Board Gender Representation requirements