



## Terms of Reference

# Education Management Committee

Trim Location	13/G/5-3
Responsible Officer	Pro Vice-Chancellor (Education)
Approval Date	19/02/18
Approval Authority	Education Management Committee (EMC)

## 1 Role

The Education Management Committee is responsible for oversight of the University's portfolio of academic programs. The Committee shall report to the Pro Vice-Chancellor (Education) and, where appropriate, through the Pro Vice-Chancellor (Education) to the Vice-Chancellor's Executive. The Committee shall also provide advice and recommendations as required to other committees as appropriate.

## 2 Function

The Education Management Committee shall:

1. adopt prime oversight for developing academic program portfolio management capability throughout the University and use all opportunities to increase personal and corporate capability in relation to academic portfolio management at USQ.
2. evaluate new program proposals, program reaccreditations and major changes to programs in accordance with policy and provide advice to Academic Board, having regard to the Strategic Plan of the University and the appropriateness of the proposed budget.
3. provide guidance and advice to the Pro Vice-Chancellor (Education) on possible marketing and strategic program opportunities for the University's current and future portfolio of academic programs.
4. have overall oversight of the suite of program offerings at USQ, and its alignment with the Strategic Plan.
5. oversee current program offerings through the annual program performance reports, particularly in relation to program enrolments, student retention, progression and graduation results.
6. ensure compliance of all program offerings with external bodies, including both government regulations, and external program accreditation authorities.

### 3 Authority

The Pro Vice-Chancellor (Education) authorises the Committee to perform those responsibilities as outlined in the Terms of Reference.

### 4 Membership

Membership of the Education Management Committee shall be:

1. **Chair:** Pro Vice-Chancellor (Education)
2. Pro Vice-Chancellor (Student Services)
3. Associate Director (Program Quality and Enhancement)
4. Executive Deans
5. Associate Deans (Academic)
6. Associate Deans (Learning & Teaching)
7. Chair, Academic Board

#### 4.1 Nominees

Members may nominate a duly appointed acting person to represent them when necessary. The member should ensure the nominee is fully briefed and prepared to contribute to the meeting.

#### 4.2 Responsibilities of 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 Committee in the overall interests and objectives of the University. If a member is unable to attend a meeting, it is expected that a nominee will attend in lieu of that member.

#### 4.3 Working Parties, Co-option and Observers

- a. The Committee may establish ad hoc working parties where required.
- b. The 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.
- c. By endorsement of the Chair, observers may be invited to attend Committee meetings, noting that an observer will have no voting rights.

#### 4.4 Sub-Committees

There are no sub-committees of the Education Management Committee.

### 5 Meetings, Reporting and Minutes

**Frequency of Meetings:** The Education Management Committee normally will meet 11 times per year at specific dates and times as outlined in the University Meeting Schedule. Special meetings may be called by the Chair as the need arises.

**Reports To:** Pro Vice-Chancellor (Education) and where appropriate through the Pro Vice-Chancellor (Education) to the Vice-Chancellor's Executive. The Committee shall also provide advice and recommendations as required to other committees as appropriate.

**Minutes:** For all meetings, minutes shall be kept as provided for in the University's regulation. A report of each meeting will be sent to the Education Committee and the Vice-Chancellor's Executive.

## 6 Ethical Practices, Confidentiality and Independence

Members of the Committee are to:

1. Exercise objectivity and integrity in the discharge of their duties and responsibilities;
2. Refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently;
3. Act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities, particularly with regard to the maintenance of confidentiality and privacy of information;
4. Exercise sound judgement guided by highest personal standards of honesty and integrity in all matters relating to membership of the Committee;
5. Ensure that they do not place themselves in situations which could lead to, or be perceived to give rise to a conflict of interest;
6. Disclose to the Committee any matter which could compromise, or be seen to compromise, the performance of their duties on the Committee or give rise to a perception of a conflict of interest; and
7. Have a sound understanding of the University's Code of Conduct.

## 7 Secretary

The Secretary to the Education Management Committee will be a member of staff from the Office of the Pro Vice-Chancellor (Education).

## 8 Review of Terms of Reference

The Terms of Reference will initially be reviewed in 12 months, and on a two yearly basis thereafter by the Pro Vice-Chancellor (Education) and the Education Management Committee.

## 9 Modification History

Date	Source	Details
25.02.16	EMC	<ul style="list-style-type: none"> <li>• Removal of Fraser Coast representative from membership;</li> <li>• Insertion of "normally" re frequency of meetings;</li> <li>• Amendment to wording re Secretary to committee</li> </ul>
10.11.16	EMC	<ul style="list-style-type: none"> <li>• Update to membership to replace position # 3 Deputy Vice-Chancellor (Academic Services) and Chief Information Officer, or nominee with position of Associate Director (Program Quality and Enhancement);</li> <li>• "or nominee" inserted after "Executive Deans"</li> </ul>
09.11.17	EMC	<ul style="list-style-type: none"> <li>• Reference to list of committees to which advice and recommendations provided updated to reflect other committees as appropriate</li> <li>• Update to # 2 under Function to reflect provision of advice to Academic Board</li> <li>• Administrative update to order of sections to allow 4.1 Nominees to follow directly after 4 Membership</li> <li>• Removal of "or nominee" in Membership list</li> </ul>

		<ul style="list-style-type: none"> <li>• Removal of reference to Academic Services Division in Membership list</li> </ul>
19.02.18	EMC	<ul style="list-style-type: none"> <li>• Removal of reference to Senior Deputy Vice-Chancellor and replaced with reference to Pro Vice-Chancellor (Education).</li> <li>• Removal of reference to Vice-Chancellor's Committee and replaced with reference to Vice-Chancellor's Executive.</li> </ul>