



Terms of Reference

Academic Program Committee

Trim Location	
Responsible Officer	University Secretary
Approval Date	16 April 2019
Approval Authority	Academic Board

1. Role

The Academic Program Committee is a Standing Committee of the Academic Board and is responsible to Academic Board for monitoring, advising and providing assurance on matters relating to the quality and effectiveness of the educational programs of the University.

2. Functions

The Academic Program Committee's functions are to:

1. make recommendations to Academic Board on proposals for accreditation, reaccreditation, discontinuation and major amendment to programs and courses, including the criteria to be used in the development of proposals, and the requirements to be satisfied by candidates for the award of a degree, diploma or certificate;
2. provide advice and recommendations, as required, to Academic Board and other committees on any relevant issues related to admissions, pathways, credit, academic programs and courses arising from current policy, practice or procedures, including relating to the development and approval of Aboriginal and Torres Strait Islander content and pedagogy;
3. monitor, review and provide advice to Academic Board on mitigating future risks in relation to the quality assurance of award and non-award programs and courses, including through Third Party arrangements;
4. advise and make recommendations to Academic Board on entry standards, including English language proficiency and articulation, for admission to programs, and admissions not based solely on the Australian Tertiary Admission Rank or academic achievement levels;

5. monitor and review delegations made under policies and procedures relevant to the role and functions of the committee, ensuring delegations are appropriately exercised, and make recommendations to Academic Board regarding any required actions;
6. monitor compliance of all program offerings with external bodies, including government regulations and external program accreditation authorities, in particular through mid-term and, at minimum, seven-year reviews;
7. advise Academic Board and the University Executive on the higher education standards environment;
8. Consider any other program and course related matters referred to it by Academic Board, other committees or the University Executive.

3. Meetings, Reporting and Minutes

Frequency of and Conduct of Meetings: Eight times per year. Special meetings may be called by the Chair (Academic Program Committee) as the need arises.

The meetings of Academic Program Committee shall be chaired by the Chair (Academic Program Committee). In the absence of the Chair (Academic Program Committee), the Deputy Chair (Academic Program Committee) shall act as Chair. In all other matters, the conduct of meetings shall be as for Academic Board.

Reporting: The Academic Program Committee must report to the next meeting of Academic Board after each meeting of the committee. The Academic Program Committee must provide an annual report on its activities and achievements, against its terms of reference, to the first meeting of Academic Board each calendar year.

Minutes: Minutes shall be kept for all meetings.

The Academic Program Committee is expected to work in conjunction with other Standing Committees of Academic Board.

4. Membership

4.1. Membership Structure

The membership** of the Academic Program Committee is:

1. Deputy Vice-Chancellor (Academic) (ex officio) (Chair);
2. One elected staff member of Academic Board, appointed by the Chair, Academic Board, following an Expression of Interest process (Deputy Chair);
3. Pro Vice-Chancellor (Education) (ex officio);
4. One academic staff member from each Faculty, nominated by the Executive Dean of that Faculty (ex officio);
5. Pro Vice-Chancellor (International) (ex officio);
6. Dean, Graduate Research School, or nominee (ex officio);

7. Associate Director (Program Quality and Enhancement) (ex officio);
8. Director (Student and Academic Support) (ex officio);
9. Academic Program Support Managers from each Faculty (ex officio);
10. Two elected academic staff members of Academic Board from each Faculty, elected by the members of Academic Board;
11. One elected staff member of Academic Board from Academic Board's membership categories 3.1.8 to 3.1.10, elected by the members of Academic Board;
12. One elected Aboriginal and/or Torres Strait Islander academic staff member, elected by and from the Aboriginal and/or Torres Strait Islander academic staff of the University;
13. One elected Undergraduate student from each Faculty, elected by and from the Undergraduate students of the University;
14. One elected Post-graduate Coursework student from each Faculty, elected by and from the Post-graduate Coursework students of the University;
15. One elected Research by Higher Degree student, elected by and from the Research by Higher Degree students of the University.

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

4.2. Terms of Office

Ex officio members remain members for their term of office. Elected members, with the exception of student members, shall serve for a term that aligns with the term of Academic Board and shall be eligible for re-election, with no restriction on the number of renewable terms. Student members shall have one year terms running from 1 April to 31 March the following year, with an annual opportunity to continue their membership to a maximum term of three years without the need for an election. Student members shall be eligible for re-election after this period.

4.3. Working Parties, Co-option and Observers

1. The Academic Program Committee may establish such ad hoc working parties as it deems necessary or desirable for it to carry out its functions.
2. The Academic Program Committee may co-opt members of the University to their membership for such terms as they may decide. Co-opted members will have full voting rights.
3. By endorsement of the Academic Program Committee, observers may be invited to attend meetings, noting that an observer may not contribute to debate and will have no voting rights.

4.4. Responsibilities of Academic Program 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 Academic Program Committee in the overall interests and objectives of the University.

4.5. Absences

Ex-officio members may nominate a person to represent them in their absence. The member should ensure the nominee is fully briefed and prepared to contribute to the meeting. An elected member who is absent from two or more consecutive meetings without having been granted prior leave of absence by the Chair (Academic Program Committee) shall be deemed to have vacated the position, resulting in a casual vacancy.

4.6. Casual Vacancies

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

5. Performance Evaluation

Academic Program Committee will undertake an annual self-evaluation of its performance. A summary report of the evaluation shall be submitted to Academic Board by the first meeting of the following calendar year.

6. Review of Terms of Reference

These Terms of Reference will be reviewed annually by Academic Program Committee to ensure they remain consistent with the Committee's objectives and responsibilities. Any proposed amendments to the Terms of Reference will be referred to Academic Board for approval.

Modification History

Date	Source	Details