



## Terms of Reference

### Education Quality Committee

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

## 1. Role

The Education Quality Committee is a Standing Committee of Academic Board and is responsible to Academic Board for ensuring excellence in learning and teaching across the University.

## 2. Functions

The Committee's functions and responsibilities are to:

1. make recommendations to Academic Board regarding the development, implementation and effectiveness of policies, procedures and practices relevant to learning and teaching practice, and program and course performance quality;
2. monitor and initiate action to assure academic integrity, including mitigating future risks;
3. 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;
4. monitor and review learning and teaching performance and quality assurance of programs and courses with regard to course design and delivery, appropriateness and quality of assessment, examination processes, supervision and student progress across all learning and teaching platforms, including through Third Party arrangements, and recommend actions to improve performance against internal and external learning and teaching standards or benchmarks;
5. monitor and review student achievement of learning outcomes, including through cohort analysis of student performance data, and recommend initiatives and corrective actions to improve performance;

6. enhance and improve the student experience, and encourage excellence in teaching and learning, including through learning and teaching innovations and the use of new and emerging technologies;
7. provide advice and recommendations to other committees relating to institutional policies, practices and approaches to teaching and learning which contribute to successful outcomes for Aboriginal and Torres Strait Islander people, and reviewing and monitoring competencies and sensitivity to Aboriginal and Torres Strait Islander history, knowledge, identity and cultures, as required;
8. monitor the effectiveness of learning and teaching facilities, infrastructure and resourcing in meeting learning and teaching needs;
9. monitor the quality and effectiveness of pathways to award or non-award courses, including pathways with guaranteed entry;
10. provide guidance and advice to Academic Board on the effectiveness of academic staff recruitment, induction and professional development programs, including alignment of academic capacity to the Strategic Plan of the University;
11. advise Academic Board and the University Executive on the higher education standards environment;
12. consider any other learning and teaching 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:** Six times per year. Special meetings may be called by the Chair (Education Quality Committee) as the need arises.

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

**Reporting:** The Education Quality Committee must report to the next meeting of Academic Board after each meeting of the committee. The Education Quality 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 Education Quality Committee is expected to work in conjunction with other Standing Committees of Academic Board.

## **4. Membership**

### **4.1. Membership Structure**

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

1. Pro Vice-Chancellor (Education) (Chair) (ex officio);

2. One elected staff member of Academic Board appointed by the Chair, Academic Board, following an Expression of Interest process (Deputy Chair);
3. Deputy Vice-Chancellor (Academic) (ex officio);
4. One academic staff member from each Faculty, nominated by the Executive Dean of that Faculty (ex officio);
5. Pro Vice-Chancellor (Student Services) (ex officio);
6. Director (Advancement of Learning and Teaching) (ex officio);
7. Dean, Graduate Research School, or nominee (ex officio)
8. Three elected staff members of Academic Board, elected by the members of Academic Board;
9. 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;
10. One elected Undergraduate student from each Faculty, elected by the Undergraduate students of the University;
11. One elected Post-graduate Coursework student from each Faculty, elected by the Post-graduate Coursework students of the University;
12. 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 Education Quality Committee may establish such ad hoc working parties as it deems necessary or desirable for it to carry out its functions.
2. The Education Quality 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 Education Quality 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 Education Quality 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.

#### **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 (Education Quality 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**

Education Quality 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 Education Quality 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**

<b>Date</b>	<b>Source</b>	<b>Details</b>