



## Terms of Reference

### Faculty Academic Program Committee

Responsible Officer	Associate Dean (Academic)
Approval Date	Update Upon Approval 2020
Approval Authority	Executive Dean

#### 1. Role

The Faculty Academic Program Committee is responsible to the Executive Dean for the quality assurance of programs and courses offered by the Faculty.

#### 2. Functions

The Committee's functions and responsibilities are to evaluate and make recommendations to the Executive Dean on:

1. the Faculty's portfolio of academic programs and program development;
2. concept briefs and program proposal submissions for accreditation, reaccreditation, discontinuation, suspension and major amendment to programs and courses offered by the Faculty, in accordance with the relevant policies, procedures and schedules;
3. credit and articulation agreements, including those relating to Third Party arrangements;
4. implementation and effectiveness within the Faculty, schools/colleges of relevant University policies, procedures and delegations;
5. any other related academic quality matters referred to the Committee by the Executive Dean or the Academic Program Committee of Academic Board.

#### 3. Meetings, Reporting and Minutes

*Frequency of and Conduct of Meetings:* The Faculty Academic Program Committee meets at least six times per year. Special meetings may be called

by the Chair as the need arises.

*Reporting:* The Faculty Academic Program Committee reports to the Executive Dean and, through this position, to the Academic Program Committee of Academic Board.

*Minutes:* Discussion outcomes and post-meeting actions will be recorded for all meetings as per Committee Servicing Level 3.

*Quorum:* At any meeting of the Faculty Academic Program Committee, a quorum shall be 50% of the current membership.

Committee members may attend via teleconference or videoconference. Committee members participating by teleconference or videoconference will be considered present and in attendance for the purposes of determining the existence of a quorum.

*Committee Services Officer:* The Faculty Academic Program Committee shall be serviced by a member of the Academic Program Support stream or the Operational Support stream.

## **4. Membership**

### **4.1. Membership Structure**

The membership of the Faculty Academic Program Committee is:

1. Faculty Associate Dean (Academic) (Chair) (ex officio);
2. Faculty Associate Dean (Learning, Teaching & Student Success) (ex officio);
3. One representative from each School/College, appointed by the Head of School/College;
4. Associate Dean (Academic), or nominee, from the other Faculty;
5. Directors of large programs (over 500 EFTSL) that span two or more organisational units;
6. Manager, Faculty Academic Program Support; or nominee;
7. One representative from the Office for the Advancement of Learning and Teaching;
8. One representative from the USQ College;
9. One Representative from the International Office;
10. Manager Academic Quality, as an invited guest;
11. One undergraduate student member elected by and from the students enrolled in programs offered by the Faculty;
12. One postgraduate student member elected by and from the students enrolled in programs offered by the Faculty.

The Chair may invite other persons to attend meetings of the Committee as may be necessary, noting that an invited attendee will have no voting rights.

### **4.2. Terms of Office**

Ex officio members remain members for their term of office. School/College

committee representative members shall have two-year terms running from 1 April to 31 March. 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. 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.

### **5. Review of Terms of Reference**

These Terms of Reference will be reviewed annually by the Faculty Academic Program Committee to ensure they remain consistent with the Committee's objectives and responsibilities, and that membership is appropriate. Any proposed amendments to the Terms of Reference will be referred to the Executive Dean for approval.

### **9 Modification History**

<b>Date</b>	<b>Source</b>	<b>Details</b>
		Previously USQ Calendar Management 3.6.5
13.08.14	B Lang (Office of SDVC)	Minor amendments to draft
03.11.14	B Lang (Office of SDVC)	Minor amendments to draft
21.05.18	L Iseppi (Associate Deans Academic Office)	Minor amendments to draft
11.12.2020	K Cahill (Associate Deans Academic Office)	Modification of membership – Approved by Executive Dean