



## Terms of Reference

### Education Committee

Trim Location	
Responsible Officer	University Secretary
Approval Date	21 September 2021
Approval Authority	Academic Board

## 1.Role

The Education Committee is a Standing Committee of Academic Board and is responsible to Academic Board for quality assurance processes for learning and teaching to promote an academic culture of excellence and to ensure positive student outcomes.

## 2.Functions

The Committee's functions and responsibilities are to oversee, monitor and advise the Board on:

- a) the achievement of internal and external academic quality standards, including academic integrity, across all teaching, learning and scholarly activities, including through third party arrangements;
- b) quality of the student experience including, student progress and completions, and monitoring the effectiveness of interventions designed to improve student outcomes;
- c) course and program approval and program accreditation;
- d) program review cycles and quality assurance processes, and their effectiveness in upholding excellence in teaching and learning;
- e) the University's strategy as it relates to Higher Education and the development and promotion of innovation and excellence in learning and teaching;
- f) the development, implementation, and review of the effectiveness of academic quality policies and procedures; and
- g) compliance with applicable standards of the *Higher Education Standards Framework (Threshold Standards) 2021* and other relevant legislation and regulatory instruments.

## 3. Meetings, Reporting and Minutes

**Frequency of and Conduct of Meetings:** At least six times per year. Additional meetings may be called by the Chair (Education Committee) as the need arises.

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

**Reporting:** The Education Committee must report to the next meeting of Academic Board after each meeting of the Committee. The Education 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 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 Committee is:

1. Provost (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. Associate Dean (Academic) from each Faculty (ex officio)
4. Associate Dean (Learning, Teaching and Student Success) from each Faculty (ex officio)
5. Associate Dean (Graduate Research School) (ex officio)
6. Pro Vice-Chancellor (First Nations Education and Research) (ex officio)
7. Dean (Academic Transformation) (ex officio)
8. Director (USQ College) (ex officio)
9. Chair, AQ Policy Review & Implementation Committee
10. Chair, Learning and Teaching Innovation Committee
11. Two staff members of Academic Board from Academic Board's membership categories 3.1.10 to 3.1.12, elected by the members of Academic Board
12. Two staff members of Academic Board from each faculty from Academic Board's membership category 3.1.13, elected by the members of Academic Board
13. One elected Aboriginal and/or Torres Strait Islander academic staff member, elected by and from the Aboriginal and Torres Strait Islander academic staff of the University
14. One elected Undergraduate student from each faculty, elected by and from the Undergraduate students of the University

15. One elected Postgraduate Coursework student from each Faculty, elected by and from the Postgraduate Coursework students of the University.

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

## **4.2 Quorum**

At a meeting of the Committee, 50% of its members with at least two elected members constitute a quorum.

## **4.3 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.

## **4.4 Working Parties, Co-option and Observers**

1. The Education Committee may establish such ad hoc working parties as it deems necessary or desirable for it to carry out its functions.
2. The Education 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 Chair of Education Committee, observers may be invited to attend meetings, noting that an observer may not contribute to debate unless invited to do so by the Chair, and will have no voting rights.

## **4.5 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.

## **4.6 Absences**

Ex officio members who are unable to attend a particular meeting may nominate a person to attend on their behalf who will have full voting rights. Ex officio members should ensure nominees attending on their behalf are 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 Committee) shall be deemed to have vacated the position, resulting in a casual vacancy.

## **4.7 Casual Vacancies**

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

## 5 Performance Evaluation

Education 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 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
21/09/2021	AB	Establishment of Education Committee approved by Academic Board.
16/11/2021	AB	Addition of membership position 4.1.14 <i>One elected Aboriginal and/or Torres Strait Islander academic staff member, elected by and from the Aboriginal and Torres Strait Islander academic staff of the University</i> as approved by Academic Board.
22/02/2022	AB	Update to membership due to changes in senior leadership roles in the University.