

AUTHORITY

AUTHORITY	Council
PARENT BODY	Education Committee
SUBCOMMITTEES	N/A
RELATED COMMITTEE(S)	Courses and Admissions Committee
REPORTING OPERATION	Course and Admissions Committee, Education Committee
LAST REVIEWED	Indefinite
EXECUTIVE OFFICER	13 November 2024
PURPOSE	<i>[College Education Committee] Executive Officer</i>
	The College Education Committee is responsible for advising the College Executive to develop, implement and review learning and teaching initiatives, including current course offerings and student experience initiatives, which align with and contribute to the achievement of the University's Education Strategy and College targets.

TERMS OF REFERENCE**RESPONSIBILITIES**

1. The Committee will review and endorse Level 3 courses and topics for approval by the Courses and Admissions Committee, which are aligned with the University's Education Strategy.
2. The Committee will approve Level 2 course and topic approvals.
3. The Committee will monitor and report on:
 - Student progress
 - Work integrated learning, placement and community-based learning and quality assurance
 - Credit application
 - Performance of third parties and transnational arrangements
 - Currency of professional accreditation
 - Sufficiency of the staffing complement to meet the needs of the student cohorts.
4. The Committee will respond to recommendations from internal course accreditation quality cycle, as overseen by the Courses and Admissions Committee.
5. The Committee will endorse and monitor implementation of the recommendations from the Course Quality Advisory Groups.

6. In undertaking its role, the Committee:
 - will monitor and report material risks in relation to education and
 - may establish working parties to advise it on any matters within these Terms of Reference.

QUORUM

7. The quorum is half of the full membership plus one (1) ignoring any fraction.

PROCEDURES

8. The Agenda will be set two (2) weeks in advance of the Committee meeting, by the Chair and the Executive Officer. Items for discussion may be submitted to the Executive Officer.
9. Papers are due to be submitted to the Executive Officer eight (8) days prior to the meeting.
10. Papers will be circulated to members one (1) week prior to the meeting, and late papers at least two (2) days prior.
11. Apologies must be tendered in writing to the Executive Officer as soon as practicable.
12. Meetings of the Committee are closed to members of the University, except by special invitation from the Chair.

FREQUENCY OF MEETINGS

13. The Committee will meet monthly from February as agreed.
14. Urgent matters which fall outside of the agreed meeting cycle, and which are provided in writing to the Executive Officer, may, with the permission of the Chair, be referred for out of session consideration via email. A quorate response must be received from the membership in addition to a majority vote for the matter to be determined.

REVIEW

15. The Committee will report to the next available Education Committee and Courses and Admissions Committee meeting as appropriate regarding key items addressed.
16. The Committee will report annually to the Education Committee on its own performance and provide assurance that it has discharged its delegated responsibilities under this Terms of Reference.

MEMBERSHIP

MEMBERSHIP REQUIREMENTS

17. The Committee will comprise those *ex officio* members specified in paragraph 21 and those appointed in paragraph 22 below.

However, other members may be co-opted by the Chair as required to assist the committee to fulfil its objectives and responsibilities.

18. Members are expected to:

- a. act in the interests of the University as a whole;
- b. contribute the time needed to understand the papers provided;
- c. apply good analytical skills, objectivity and judgment; and
- d. actively contribute to discussion during the meetings.

19. The Chair will provide ongoing mentoring and support for student members.

20. Proxies for *ex officio* members are allowed with the Chair's prior approval. However, unless they are formally acting in the *ex-officio* role, they will not have voting rights.

EX OFFICIO MEMBERS

21. The following persons will be *ex-officio* members of the Committee:

- a. Dean (Education)
- b. College Academic Integrity Officer.

APPOINTED MEMBERS

22. The following persons will be members appointed by the College Dean (Education):

- a. Course Coordinators from across the College
- b. Academic staff member of College with expertise in internationalisation
- c. At least two (2) enrolled student representatives from different Teaching Programs within the College
- d. Additional members as required.

OBSERVERS

23. The following persons will be observers for the Committee:

- a. College Manager, Student Administration Services
- b. Manager, Curriculum Management or delegate
- c. Pro Vice-Chancellor (Learning and Teaching Innovation)
- d. Manager, Transnational Education
- e. Other staff members as required to provide subject matter expertise as identified by the Dean (Education).

CHAIR AND DEPUTY CHAIR

24. The Chair will be the Dean (Education).
25. The Deputy Chair will be appointed from the membership by the Dean (Education).
26. In the absence of the Chair or where the Chair is conflicted, the Deputy Chair will assume responsibility for managing the meeting or the individual item(s) as appropriate.

TERM OF OFFICE

27. Student member(s) will serve for a term of one (1) year.

DOCUMENT CONTROL	DATE	RATIONALE
v 1	13/11/24	Approved by the Academic Senate at meeting 5/24