



## AUTHORITY

<b>AUTHORITY</b>	Council
<b>PARENT BODY</b>	Academic Senate
<b>SUBCOMMITTEES</b>	Nil
<b>RELATED COMMITTEE(S)</b>	College Education Committees
<b>REPORTING OPERATION</b>	Academic Senate
<b>LAST REVIEWED</b>	Ongoing
<b>EXECUTIVE OFFICER</b>	13 November 2024
	Senior Governance Officer (Academic Senate)
	Contact: <a href="mailto:academic.senate@flinders.edu.au">academic.senate@flinders.edu.au</a>
<b>PURPOSE</b>	The purpose of the Courses and Admissions Committee is to review and approve courses and topic proposals as well as monitor admissions and course credit.

## TERMS OF REFERENCE

### RESPONSIBILITIES

1. The Committee will approve Level 3 course and topic proposals in accordance with University policy and procedure.
2. The Committee will provide advice to the Academic Senate, via the Deputy Vice-Chancellor (Students), for Level 4 course proposals in accordance with University policy and procedure.
3. The Committee will approve internal course accreditations and monitor and review the internal course quality assurance cycle in accordance with University policy and procedure.
4. The Committee will monitor and report on professional accreditation.
5. The Committee will monitor and report on:
  - Admissions and transitions data for student cohorts.
  - Application of credit across Colleges and student cohorts in accordance with University policies.
6. The Committee will provide advice to the Education Committee about the University's Education Strategy as it relates to the University's course portfolio and admission requirements.

7. The Committee will provide advice to the Academic Senate and the Education Committee on relevant policies which are within the Academic Senate's approval authority.
8. In undertaking its role, the Committee will:
  - monitor and report material risks in relation to courses and admissions.
  - have regard to academic standards, consistent with external requirements such as professional accreditation, professional standards, and standards prescribed by Commonwealth and State Government including the Higher Education Standards Framework (Threshold Standards) 2021.
  - consider availability of resources and other relevant academic management issues that impact on academic standards.
  - have regard to the principle that course design and delivery should enable the achievement of expected learning outcomes, regardless of the student's place of study or the mode of delivery.
  - establish working parties to advise it on any matters within this Terms of Reference if needed.

#### **QUORUM**

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

#### **PROCEDURES**

10. 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.
11. Papers are due to be submitted to the Executive Officer two (2) weeks prior to the meeting.
12. Papers will be circulated to members one (1) week prior to the meeting, and late papers at least two (2) days prior.
13. Apologies should be tendered in writing to the Executive Officer as soon as practicable.
14. Meetings of the Committee are closed to members of the University, except by special invitation from the Chair.

#### **FREQUENCY OF MEETINGS**

15. The Committee will meet fortnightly from late January as agreed.
16. 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. A quorate response must be received from the membership in addition to a majority vote for the matter to be determined.

## REVIEW

17. The Committee will report to the next available Academic Senate meeting regarding key items addressed.
18. The Committee will report annually to the Academic Senate on its own performance and provide assurance that it has discharged its delegated responsibilities under this Terms of Reference.

## MEMBERSHIP

### MEMBERSHIP REQUIREMENTS

19. The Committee will comprise ten (10) *ex officio* members specified in paragraph 22 below.
20. 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.
21. 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

22. The following persons shall be *ex officio* members of the Committee:
  - a. Pro Vice-Chancellor (Learning and Teaching Innovation)
  - b. One (1) Teaching Program Director from each College
  - c. Director, Student Administration Services
  - d. Director, Quality, Curriculum and Integrity
  - e. Director, International Recruitment.

### OBSERVERS

23. The following persons will ordinarily be observers for the Committee:
  - a. Senior Manager, Curriculum Services
  - b. Senior Manager, International Admissions
  - c. Head, Prospect Management
  - d. Manager, Admissions
  - e. Manager, Curriculum Management
  - f. Manager, International Partnerships.

### CHAIR AND DEPUTY CHAIR

24. The Chair will be the Pro Vice-Chancellor (Learning and Teaching Innovation).
25. Members will nominate and vote on a Deputy Chair for a 2-year term.

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.

DOCUMENT CONTROL	DATE	RATIONALE
v 1	13/11/24	Approved by Academic Senate