



ACADEMIC CALENDAR ADVISORY COMMITTEE TERMS OF REFERENCE

Academic Calendar Advisory Committee

Terms of Reference

1. Interpretation

- (a) There shall be an Academic Calendar Advisory Committee that is a committee of the Education Committee and hereinafter shall be called “the Committee”.
- (b) The duties of the Committee shall apply to the development and oversight of the implementation of a JCU Academic Calendar, hereinafter “the Calendar”, across the 2023-25 calendar years. Thereafter, the Education Committee will consider JCU Calendar items as part of its normal business.

2. Objectives

The Committee shall be the body responsible for the institutional oversight of the Calendar and be conduit for communication and dissemination. It will provide advice to the Education Committee on all operational issues associated with the development and implementation of the Calendar. In particular, the Committee shall:

- (a) oversee the development of the Calendar within the parameters of the JCU Calendar Architecture principles.
- (b) commission and review policy and procedure to govern the Calendar operations and in doing so, review the current Timetable and Class Registration Policy and delegations to ensure they are fit for purpose relative to the Calendar.
- (c) make recommendations to Education Committee on the key dates for the Calendar.
- (d) advise Education Committee on implications for the Calendar related to service teaching, course and subject design frameworks for 10-week and 7-week study periods, assessment redesign, student and system administration, scheduling, allied technologies, and any other matters related to its duties.
- (e) provide feedback on any student experience matters related to the Calendar.

3. Membership

The Committee shall comprise the following:

(a) Ex-officio Members

- Chair (preferably drawn from Academic Board – see note below)
- Deputy Vice Chancellor, Education (or nominee)
- Deputy Vice Chancellor, Academy (or nominee)
- Manager, Quality Assurance and Evaluation
- Manager, Academic Administration and Enrolment
- Manager, Scheduling Services
- JCU Brisbane Head, Academic
- JCU Australia Associate Dean of Learning and Teaching
- JCU Singapore Associate Dean of Learning and Teaching
- Indigenous Education and Research Centre representative
- International representative
- Curriculum Management representative
- Marketing, Future Students and Admissions representative
- Technology Solutions and Directorate representative
- One Study Centre representative
- Two Student representatives (Undergraduate and Postgraduate)

(b) Advisors (by invitation)

- Deputy Vice Chancellor Research (or nominee)
- JCU Refreshed Academic Calendar Consultant

Note: To help ensure governance and good communication, special consideration should be given to ensuring there is cross-representation where appropriate, for example, between the Advisory Committee and Curriculum Committee or other relevant committees. Similarly, the Chair of the Academic Calendar Advisory Committee could be drawn from another governance committee of the University, for example, Academic Board.

Secretary: Deputy Vice Chancellor, Education Divisional Administration (or nominee).

4. Term of Office

The term of office for members shall be the lifetime of the committee.

5. Meetings

- (a) The Committee shall meet as often as necessary in order to perform its functions. It is recommended that the Committee meet a minimum of five times per year, a least 3 weeks prior to each meeting of the Education Committee and the schedule of meetings will be agreed in advance, however the number of meetings may vary in accordance with the volume of business that falls within the remit of the Committee.
- (b) The Chair shall preside at all meetings. However, in the event of their absence, the DVCE representative will take over as Chair. In the absence of the Chair and DVCE, the Committee members present shall choose a member to preside at that meeting.

6. Duties and Responsibilities

6.1 Policy Considerations

- (a) The Committee shall commission and review policy for consideration of Education Committee on:
 - (i) policy to govern the Calendar operations and including a review of the current Timetable and Class Registration Policy and delegations to ensure they are fit for purpose relative to the incoming JCU Academic Calendar.
 - (ii) policy amendments to align with the Calendar operations and including the Learning, Teaching and Assessment policy.

6.2 Learning and Teaching Considerations

The Committee will monitor implications of the Calendar related to service teaching, course and subject design frameworks for 10-week and 7-week study periods, assessment redesign, student and system administration, scheduling, allied technologies, and any other matters related to its duties Education Committee as required.

7. Reporting

After each meeting the Committee shall submit a copy of the Action Register to the Education Committee.

The Action Register will attend to the following areas to show progress and highlight issues:

- Policy and frameworks
- Students experience including communication
- Administration
- Scheduling and locations
- Technologies
- Other areas not mentioned for consideration

The Committee will make recommendations to the Education Committee on matters that require the endorsement or approval of Education Committee.

The Committee will endorse Academic Calendars, with a timeline of at least 3 years in advance, and provide to Education Committee for discussion and approval.

Related documents, legislation or JCU Statutes

[Academic Board Charter](#)

Approval Details

Policy Custodian	Deputy Vice Chancellor, Education
Approval authority	Deputy Vice Chancellor, Education
Date for next Major Review	12 months from implementation

Review History

Version no.	Approval date	Implementation date	Details
23-1	27/03/2023	28/04/2023	Committee Terms of Reference established at Education Committee
23-2	18/05/2023	18/05/2023	Updated membership – DVC Research changed from Member to Advisor