

CURRICULUM COMMITTEE TERMS OF REFERENCE

**Reviewed by Curriculum Committee 28 February 2024
Approved by Academic Board 26 February 2024**

Curriculum Committee

1. Establishment

There shall be a Curriculum Committee that is a committee of the Academic Board and hereinafter shall be called “the Committee”.

Matters relating to Higher Degrees by Research are outside the scope of this Committee.

2. Functions, duties and responsibilities

The Committee has been established to provide recommendations to Academic Board on course and subject approvals, as well as providing oversight, monitoring and advice on the academic governance aspects of relevant policies, procedures and quality assurance arrangements.

The Committee provides oversight, monitoring and review of academic risk and compliance with relevant Threshold Standards and other regulatory and internal policy requirements, academic quality assurance in relation to curriculum for coursework programs, and provides advice and recommendations to the Board on:

- (a) All relevant issues and risks associated with the prosecution and achievement of the University’s strategy associated with its’ coursework portfolio;
- (b) the University’s methodology for course design, considering the internal and external environment including policy, strategy, trends and innovations;
- (c) the governance of shorter form credentials and non-formal learning;
- (d) compliance with the [Higher Education Standards Framework \(HESF\)](#), specifically standards 1.4, 3.1, 3.2, 5.1, 5.3, 5.4 and 7.3;
- (e) course proposals and approvals;
- (f) assuring the quality of courses via external accreditation processes (where required);
- (g) accreditation, re-accreditation or discontinuation of Higher Education awards; and
- (h) policies, procedures and quality assurance relating to course design, including syllabus, learning outcomes, learning activities and assessment.

Council delegates to the Committee specific decision-making powers in respect of this duty or responsibility as per the [JCU Delegations Schedule](#) as amended from time to time. The Committee has delegation to:

- (a) approve course amendments and subject proposals and amendments as per Schedule B of the Coursework Approvals Procedure, and ensure appropriate oversight and monitoring of availabilities, graduate outcomes and Course and Subject Quality Reviews;
- (b) approve ATARs/Entry Standards for courses;
- (c) approve all new and variations (including amendment, suspension or disestablishment) of articulation agreement and / or Credit Arrangements;
- (d) set admissions standards and English Language entrance requirements for direct entry into JCU courses, international pathway programs into ELPP/Foundation/Diploma and Degree programs; and
- (e) approve, amend or disestablish Articulation Agreements and Credit Arrangements.

3. Membership

The Committee shall comprise the following:

- (a) **Ex-officio Members (10)**
 - (i) Chair (a nominee of the Chair of the Academic Board who is the Senior Executive member responsible for the Academy)
 - (ii) Chair of the Academic Board
 - (iii) Head, Indigenous Teaching Program
 - (iv) Dean, Centre for Education and Enhancement

- (v) Director, Student Services (or nominee)
 - (vi) College Deans (nominated by Chair, Academic Board) (2)
 - (vii) Campus Dean JCU Singapore (or nominee)
 - (viii) Outstanding teaching academics determined by an Expression of Interest, appointed by the Chair, Curriculum Committee (2)
- (b) **Student Members (2)** (determined by an Expression of Interest, appointed by Chair, Academic Board)
- (i) Undergraduate Student
 - (ii) Postgraduate Student

Advisors

The following shall be advisors to the Committee and shall have rights of audience and debate:

- Director, Academic Program Quality
- Campus Dean JCU Brisbane
- Chief Marketing Officer (or nominee)
- Manager, Quality Assurance and Evaluation
- Manager, Academic Partnerships and Projects
- Associate Director, Admissions and Compliance
- Manager, Curriculum Management and Accreditation
- Head, Academic Pathways

4. Secretariat

The University Secretariat shall be Secretary to the Committee. There may be an Assistant or Minute Secretary to assist the Secretary and to take minutes.

The Secretariat shall provide the resources necessary for the performance of the Committee.

5. Attendance by Others at Meetings

A member may appoint a nominee. When a member is unable to attend a meeting of the Committee, that member should advise the Chair that a representative will attend on their behalf as a nominee. The nominee will be considered a Committee member for voting and decision making at the meeting.

The Committee or its Chair may invite other University staff members and persons external to the University, as required for the purposes of the Committee, to attend meetings as advisors.

Additional Student input is to be achieved by the invitation of the Chair on a case-by-case basis

6. Quorum

A majority of members shall constitute a quorum.

7. Convening a Meeting

The Committee shall meet as often as necessary, at least six times a year, in order to perform its functions.

Meetings shall be convened by either the Chair or the Secretary of the Committee.

The Secretariat shall cause to be sent in reasonable time to all members of the Committee a notice of meeting.

Proposals for agenda items from Committee members are to be submitted to the Secretariat for consideration for inclusion on the agenda. The Chair shall determine the agenda and preside at meetings.

For the purposes of accountability and meeting efficiency, all meetings shall be run according to a pre-

determined agenda with items presented under an item coversheet that clearly identifies the recommended action.

The Committee will have a Deputy Chair elected by the Committee. Whenever a vacancy occurs in the office, the Committee will elect a Deputy Chair. If the Deputy Chair is absent also, the members present shall elect one of their number to preside.

8. Reporting

After each meeting the Committee shall submit a copy of the Minutes of the Meeting to the Academic Board.

The Committee will make recommendations to the Academic Board on matters that require the approval of Academic Board or the University Council.

The Chair of the Committee will provide a report to the Academic Board on matters or emerging issues related to governance activities undertaken by the Committee.

9. Review

The Terms of Reference of the Committee shall be reviewed at least every 2 years and recommendations made to the Academic Board.

Related documents, legislation or JCU Statutes

[Academic Board Charter](#)

Approval Details

Policy Custodian:	University Secretary
Approval authority:	Academic Board
Date for next review:	27 February 2025

Modification History

Version no.	Approval date	Implementation date	Details
24-1			Review to incorporate Threshold standards, simplify the functions and role of the Committee, and provide clarity between assurance and governance functions between this Committee and Education Committee.
23-2	29/05/2023	29/05/2023	Amendments to include Policy Officer (Advisor) and to include International Entry Standards
23-1	27/02/2023	27/02/2023	Establishment of Curriculum Committee