

Education Committee

Induction Manual

Contents

1. DUTIES AND RESPONSIBILITIES	3
1.1 ACADEMIC BOARD CHARTER AND CONSTITUTION	3
1.2 COUNCIL	3
2. ACADEMIC BOARD SUB-COMMITTEES	4
2.1 EDUCATION COMMITTEE - SEE	4
2.2 RESEARCH COMMITTEE - SEE	4
3. MEMBERSHIP	5
3.1 MEMBERS - ROLES AND RESPONSIBILITIES	5
3.2 MEMBERS - DECLARATION OF CONFLICT OF INTEREST	5
3.3 RESIGNATION FROM BOARD/COMMITTEE	5
3.4 TERMS OF APPOINTMENT	6
4. MEETINGS	7
4.1 ATTENDING COMMITTEE/BOARD MEETINGS	7
4.2 ARRIVAL AT THE VENUE – NAME PLATES	7
4.3 MEETING DATES AND TIMES	7
4.4 MEETING PROCEDURES	7
4.5 GLOSSARY OF COMMON AGENDA TERMS	9
5. MEETING AGENDA	10
5.1 AGENDA AND CONFIDENTIAL AGENDA	10
5.2 AGENDA ITEM MATERIAL DEADLINE	10
5.3 AGENDA DISTRIBUTION	10
5.4 GUIDE TO UNDERSTANDING AN AGENDA ITEM	11
6. MEETING MINUTES	16

Induction – Education Committee

1. DUTIES AND RESPONSIBILITIES

1.1 Academic Board Charter and Constitution

The Academic Board's and Member's duties and responsibilities are contained in the Academic Board Charter and Constitution - See [Academic Board Governance Matters](#).

1.2 Council - See [Council](#)

Induction – Education Committee

2. ACADEMIC BOARD SUB-COMMITTEES

2.1 Education Committee - See [Education Committee Governance Matters](#)

2.2 Research Committee - See [Research Committee Governance Matters](#)

2.2.1 Research Education Sub-Committee

3. MEMBERSHIP

3.1 Members - Roles and responsibilities

All Committee members have a responsibility to:

- read the agenda papers
- attend meetings and participate in discussion
- be prepared to consider options and to vote on motions
- consider the implications of decisions on the efficiency, effectiveness and public standing of the University
- participate in occasional working parties or other support activities
- consult with constituencies as appropriate, and within the limits of confidentiality where required
- keep the Chair, Secretary or GSU Administration Officer informed if they cannot attend a meeting or meet any particular deadlines.

All members, *ex officio* and elected members, have a responsibility to act in the best interest of the Committee and the University.

Members bring to the Committee their unique experience, expertise, values, insights and interests, including interests some members may have in particular segments of the University community. When participating in the decision-making of the Committee, each member should seek to support decisions which provide the greatest benefit to the University. In this regard, members are expected to put forward their own points of view but ones that take into account the needs and requirements of the University.

3.2 Members - Declaration of Conflict of Interest

Members are required to bring to the Chairperson's attention any potential conflict of interest that they might experience as a Committee member.

This could arise as a result of the Committee discussing a matter in which a member might have a direct interest (eg a financial interest). Depending on the matter, it may be sufficient for the member to be absent from the meeting during consideration of the item, or to refrain from voting on a motion.

The Chairperson, in consultation with the Secretary, will advise on the most appropriate action when informed of the potential conflict of interest.

Policy: Code of Conduct for the University Council and its Committees

- See [Policy Library](#)

Policy: Conflicts of Interest of Members of Council - See [Policy Library](#)

3.3 Resignation from Board/Committee

A member wishing to resign from the Board/Committee must provide formal notice of their intention by letter to the Chairperson with a copy to the Secretary.

The letter should contain a brief explanation for the resignation and the expected date of resignation. This will allow for any preparation to fill the vacancy left by the resigning member in a timely manner.

Induction – Education Committee

3.4 Terms of Appointment

The Education Committee membership terms of appointment are available through the Terms of Reference:

Education Committee - See [Education Committee Governance Matters](#)

4. MEETINGS

4.1 Attending Committee/Board meetings

Attendance at Committee meetings is an important part of being a Committee member.

Attendance of members is also important for the Committee to meet the requirements quorum of each meeting in order to be able to conduct the business listed on the agenda.

Should you anticipate that you will be late to arrive at a meeting or be required to leave early, please alert the Secretary as the quorum will be monitored during the meeting.

4.2 Arrival at the Venue

The usual meeting venue is the Council Chambers located on the third floor of Ken Back Chancellery Building and video conference to a room at the Cairns Campus and Singapore Campus.

Any change to the venue or meeting date and time will be highlighted on the 'Notice of Meeting' coversheet on the meeting agenda.

Members are encouraged to check the agenda for changes to the location, dated and time of a meeting.

4.3 Meeting dates and times

Meetings start at 11:00am, and usually finish by 1:00pm.

The Committee meets at least 6 times a year.

The Committee usually meets on a Monday.

Any change to the venue or meeting date and time will be highlighted on the 'Notice of Meeting' coversheet on the meeting agenda.

The full years scheduled meeting dates are located on the [JCU Governance website](#).

4.4 Meeting Procedures

The Education Committee follows a format that provides the necessary structure for a productive meeting, allows adequate debate, promotes collegiality and is effective in allowing members to contribute to decision-making.

Chairperson

The meeting is conducted by the Chairperson, who ensures that the agenda is followed and manages the necessary discussion and debate. Contributions to discussion and Debate are directed through the Chairperson.

Induction – Education Committee

Meeting Structure

- Chair opens Meeting
- Apologies
- Changes to Order of Business
- Minutes/Business Arising/Matters Not Yet Finalised
- Business of Meeting

Items of Business/Report

- Item opened by Chair
- Proposer of Item/Report addresses the Item/Report separately or in a block
- The motion is seconded and opened for discussion
- Amendments may be proposed, discussed and voted on
- The substantive motion (original or amended) is then voted on

Quorum

A quorum is the minimum number of members needed to be present for the Committee to legally conduct its business.

The quorum for the Committee is half the membership plus one.

Agenda Part A and Part B

The meeting agenda is in two parts A and B. Items in Part A have been identified for discussion at the Meeting while items in Part B are deemed to have been approved or noted as presented.

If a member wishes to have a particular item moved from Part B to Part A, a request is submitted to the Secretary and Chairperson prior to the meeting or, verbally to the Chairperson at the meeting.

Participating in debate and discussions

The Chairperson opens the item followed by the proposer of the item/report giving a brief overview then proposing the motion. The motion is seconded and open for discussion.

When members wish to contribute to discussion, they indicate their intention by raising an arm, allowing the Chairperson to identify them.

Voting

When it is reasonably clear to the Chairperson that a decision can be reached, a vote is usually taken by a show of hands at the close of the discussion.

Proxy Voting

This is not permitted, i.e. a member must be in attendance (or the duly appointed acting appointment in the case of ex-officio or official appointment). However, a member may request the circulation of comments for consideration of members in attendance.

4.5 Glossary of Common Agenda Terms

Adopt	The Board / Committee is asked to accept the report or recommendations as representing its view, decision or position on the matter concerned.
Approve	The Board / Committee is asked to support a recommendation.
Confirm	The Board / Committee is requested to confirm the minutes as an accurate record of the meeting.
Consider	The Board / Committee is requested to deliberate on a particular issue.
Endorse	The Board / Committee is asked to support a recommendation made to another body/action taken, where the recommendation/action did not require the Committee's formal approval.
Note	The Board / Committee is informed of background information, sometimes with emphasis on a particular point.
Receive	The Board / Committee receives documents that form part of the record of the meeting.
Recommend	The Board / Committee supports, but does not have the power, to resolve the issue/proposal; it has to refer it to another Board/Committee or officer.
Resolve	More than one half of the total votes cast on the resolution are in favour of the resolution.
Resolve to Recommend	There was more than one half of the total votes in support of the resolution including a recommendation to forward the resolution to another Board / Committee for consideration or noting.

5. MEETING AGENDA

5.1 Agenda and Confidential Agenda

The Agenda is an approved list of matters to be considered at the meeting and identifies the order in which business is to be dealt with.

The Chair may re-order the business of the meeting in consultation with the members at the meeting.

The Confidential Agenda is distributed only to the Committee's members and is a list of confidential matters for consideration by the members only. Where a confidential matter is to be considered at a meeting, all non-members are required to leave the room, with the exception of the Minutes Secretary where applicable.

5.2 Agenda Item Material Deadline

The cut-off date for receiving material intended for the agenda is 2 ½ weeks prior to the meeting date. If you wish to contribute to the agenda, you must provide the material to the Governance Support Unit by the [materials deadline date](#).

5.3 Agenda Distribution

The Agenda, including the Confidential Agenda, is provided in electronic form as a pdf file. The Agenda is distributed via the [web](#) at least 5 working days prior to the scheduled meeting. Hard copies are not provided to members.

Notified of the Agenda's availability is sent by email to each member.

Members are encouraged to print only the summary of order of business (usually pages 1 – 3) and those components of the agenda that you wish to raise or discuss at the meeting. As the Education Committee Agenda can be many hundreds of pages in length, members are discouraged from printing the full agenda unless absolutely necessary. There are always at least two hard copies of the Agenda available for information at the meeting.

Members are welcome to bring Laptops to the meeting for electronic access to the full Agenda. Wireless connection to the JCU Council Chamber is available.

5.4 Guide to understanding an Agenda Item

To ensure consistency, each Committee/Board uses the same formatted templates for Agenda Items.

The Agenda Item Template is broken into a number of sub-sections as outlined below using the agenda item headings, descriptions and examples.

Sample of Agenda Item Template:

	AGEND ITEM TITLE	AGENDA ITEM NUMBER
PAPER FOR COMMITTEE/BOARD MEETING (#/0#) OF DAY MONTH YEAR.	FROM:	DIVISION/FACULTY/ OFFICER
Recommendation:		
Issue		
Background & Consideration		
Risk Identification and Mitigation		
Consultation •		
Resource Implications Financial: Staffing:		
Attachments •		
Requests for Further Information		

Induction – Education Committee

Agenda Item Heading

The University's Corporate Information Services staff will file items according to heading so it is important to get the heading right. The heading reveals what the item is about in summary form.

e.g.

	ORGANISATIONAL STRUCTURE – AMENDMENT – COLLEGE OF MUSIC, VISUAL ARTS AND THEATRE TO SCHOOL OF CREATIVE ARTS – PROPOSED	AGENDA ITEM 11.5*

Numbering Items

For the most part the numbers for the items are determined using a traditional numbering system for each Committee/Board. Committees and Boards share the same numbering format.

Paper for Committee/Board

This states at which meeting the paper is going to be presented, the meeting reference number and on what date.

e.g.

	ORGANISATIONAL STRUCTURE – AMENDMENT – COLLEGE OF MUSIC, VISUAL ARTS AND THEATRE TO SCHOOL OF CREATIVE ARTS – PROPOSED	AGENDA ITEM 11.5*
PAPER FOR COUNCIL (4/06) OF 22 JULY 2006		

From

Lists the title of the officer/s, department/s, faculty/s, previous committee/s that the item has been forwarded from. (eg, for coursework items, list the faculties that the courses are offered in).

e.g.

	ORGANISATIONAL STRUCTURE – AMENDMENT – COLLEGE OF MUSIC, VISUAL ARTS AND THEATRE TO SCHOOL OF CREATIVE ARTS – PROPOSED	AGENDA ITEM 11.5*
PAPER FOR COUNCIL (4/06) OF 22 JULY 2006	FROM: FINANCE COMMITTEE (6/06) OF 1 JUNE 2006 UNIHEALTH (NQ) LIMITED	

Recommendation

The recommended action the Committee/Board is requested to take.

e.g. ***Recommendation:***
that the proposal to introduce the new courses listed below be adopted and recommended to Academic Board for approval.

e.g. **Recommendation:**

that the documents listed below be noted:

- ***the Constitution for the Ceremonial and Honorary Degrees Committee;***
- ***Schedule A of the Constitution for the Ceremonial and Honorary Degrees Committee;***
- ***Appendix 1 to Schedule A of the Constitution for the Ceremonial and Honorary Degrees Committee - Criteria for the Award of Honorary Degrees and Criteria for the Award of Degrees Honoris Causa;***
- ***Honorary Award Requirements;***
- ***lists of Honorary Degrees conferred and Degrees Honoris Causa conferred.***

Induction – Education Committee

Issue

State the issue, its source and reason(s) that the Committee/Board is required to consider the matter.

e.g. *Attached for the consideration of the Committee is a memorandum dated 1 January 2000 from the Head of Department of C requesting a review of the Faculty's prerequisites for admission to Bachelor of B.*

e.g. *To inform Council of the scope of activities of the X and Y Committee and to ensure that Council is aware of all confidential decisions made by the Committee especially in relation to any delegation of authority.*

Background and Consideration

Sufficient background information is required to ensure that members are aware of how the matter arose;

- by whom and when it has previously been considered;
- what previous resolutions and policy have been formulated;
- what factors are relevant to current consideration;
- what the Committee/Board is required to do.

e.g. *Currently the prerequisites, found on page x of the Faculty of A Student Handbook, are a Sound in Maths B and Physics and Maths C. The Committee is advised that the University of Z has recently reviewed the prerequisites for entry to the Bachelor of B. The prerequisites there are...*

Induction – Education Committee

Risk Identification and Mitigation

Briefly outlines identified risks and mitigation implications of the proposal.

e.g.

Risk Identification and Mitigation

The preparation of a regular Financial Report and Financial Statements for the X for the consideration of Council and its committees is essential if Council and its committees are to monitor the University's financial position in a prudent and responsible manner.

Resource Implications

Briefly outlines the financial resource and Human Resources implications of the proposal.

e.g.

Resource Implications

Financial: N/A.

Staffing: To be handled within the normal workload of the Y Division and Faculty of X.

Consultation

Dot point list of title or name of officer/department consulted in regards to the agenda item. The officer presenting the item will have consulted all the necessary people.

Attachments

Dot point list of attachment titles and authors (where applicable).

Requests for further information

Title of officer who is able to supply extra information relating to the item.

6. MEETING MINUTES

The minutes are the official record of decisions made at each meeting, and as such they also form part of the official record, and are a valuable archive.

The minutes also form a basis for follow-up action to implement Committee decisions and to communicate them to all necessary parties around the University.

The minutes from the previous meeting are included in the agenda papers for the next meeting of the Committee and are confirmed and signed as a true record at that meeting.

Previous Meeting Minutes are located on the Governance and Planning website under Education Committee [Meeting Papers – Current](#).