

EDUCATION COMMITTEE TERMS OF REFERENCE

**Reviewed by Education Committee 5 February 2024
Approved by Academic Board 26 February 2024**

Education Committee

1. Establishment

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

2. Functions, duties and responsibilities

The Committee has been established to provide recommendations to Academic Board on relevant aspects of academic quality and excellence that cover the University’s learning and teaching frameworks, student participation and attainment, learning environment, learning resources, and educational support.

The Committee provides oversight, monitoring and review of quality and integrity risk, compliance with relevant Threshold Standards and other regulatory and internal policy requirements, and provides advice and recommendations to Academic Board on:

- (a) All relevant issues and risks associated with the prosecution and achievement of the University’s strategy associated with its learning and teaching activities and student experience matters;
- (b) the University’s methodologies for learning and teaching, including scholarship and staff professional development requirements, and considering the internal and external environment including policy, strategy, trends and innovations;
- (c) compliance with the [Higher Education Standards Framework \(HESF\)](#), specifically standards 1.1, 1.2, 1.3, 1.5, 2.1, 2.2, 2.3, 2.4, 3.3, 5.2, 7.1 and 7.2;
- (d) policies, procedures and quality assurance relating to student participation (including feedback), progression and attainment (including inherent requirements and credit recognition), academic conduct and academic integrity, and the student experience (including learning services and support such as accessibility, complaints processes, scholarships and bursaries);
- (e) Academic quality in relation to Learning and Teaching and academic integrity risk including educator professional development and scholarship;
- (f) Internal and external academic quality and standards, benchmarks, indicators, and frameworks in relation to student access, participation, support, retention, progression, and completion;
- (g) Higher Education Sector and re-registration matters pertaining to education and the student experience, evaluation and reporting, including responses to government and regulatory policy; and
- (h) provide strategic oversight of representation of student information.

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 the annual Academic Calendar; and
- (b) approve all scholarships and variations (including amendment, suspension or disestablishment) of scholarships, bursaries and prizes. International scholarships including merit stipend, excellence, fee waiver and research scholarships are not included.

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 Learning and Teaching innovation and Student Experience)
- (ii) Chair of the Academic Board
- (iii) Director, Academic Program Quality
- (iv) Dean, Graduate Research
- (v) College Deans (nominated by Chair, Academic Board) (2)
- (vi) Associate Dean (Learning and Teaching) (nominated by Chair, Education Committee)

- (vii) Associate Dean (Learning and Teaching) Singapore
- (viii) Head, Indigenous Student Services (or nominee)
- (ix) Senior Principal and Academic Head, Academic Pathways

(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:

- Dean, Centre for Education and Enhancement
- Director, Student Services
- Manager, Quality Assurance and Evaluation
- Manager, Outreach, Careers and Wellbeing
- Associate Director, Admissions and Compliance
- Campus Dean, Brisbane

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 four 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.

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 two (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 Major Review:	27/03/2025

Revision 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 Curriculum Committee.
23-1	17 April 2023	17 April 2023	Amendments to objectives, duties and responsibilities, and to retitle positions post implementation of the Professional Services Change Plan.
20-3	12 October 2020 and 2 November 2020		Amendments to remove the Advisory position of Head, Digital, Learning and Transformations and add in its place: Associate Dean, Learning, Teaching and Student Engagement.
20-2	17 August 2020		Amendments to Clause 3 (b) to update membership roles and position titles. Inclusion of Chief Digital Officer, Manager, Admissions and Curriculum Information and Manager, Student Facing Policy as Advisors. Inclusion of Observers.
20-1	1 June 2020 and 2 March 2020		Amendments to clarify that Education Committee is responsible for considering, endorsing and advising on matters relating to Scholarships, Bursaries & Prizes and Advanced Standing / Articulation Agreements and has oversight of the annual Academic Calendar. Removed Clause 9 which referred to the above topics as delegated

			<p>responsibilities.</p> <p>Amendments undertaken as part of the broader review of JCU delegations where all delegations to Committees were removed from Committee Charters and Terms of Reference and placed in the JCU Delegations Schedule.</p> <p>Amendment to Membership and inclusion of Deans of JCU Brisbane and JCU Singapore as members.</p>
18-1	30 April 2018		<p>Amendments to Clause 3 and 8 approved by Academic Board:</p> <p>Changes to the ToRs were made largely as a result of the need for clarity of vote rights per college, attendance of ADLTs at meetings and policy changes.</p> <p>The change in Clause 3 (a) (vi) was for clarity of intent. This meant that in cases where a College had more than one Associate Dean of Learning and Teaching present, there would remain one vote available per College.</p> <p>The Change to Clause 8 related to an update in delegations of Policy and the University Medals had been delegated to the authority of the Chair of the Academic Board.</p>
16-1	14 March 2016		<p>Amendments to Clause 1, 2, 3, 4, and 8 approved by Academic Board:</p> <p>Changes to the TORs were made largely as a result of the shifting of the responsibility for curricula matters to the Divisional Boards of Studies, a review of the composition of the Committee as a result of the restructure and the increased focus on strategic matters relating to Learning and Teaching and the Student Experience.</p>
12-1	12/11/2012	10/12/2012	<p>Amendments to Clause 8, (a) approved by Academic Board:</p> <p>“To allow for flexibility in the number of Education Committee meetings per annum to meet its operational management responsibilities the Committee was asked to endorse the recommendation that the Education Committee Terms of Reference be amended to read, <i>“The Committee shall meet as required to perform its functions. Normally the Committee shall meet six times a year”</i>. “</p>
10-1	01/03/2010	02/03/2010	
08-1	21/02/2008		Approved by Council