

EDUCATION COMMITTEE TERMS OF REFERENCE

**Proposed by Education Committee – 26 March 2018
Approved by Academic Board – 30 April 2018**

Education Committee

Terms of Reference

1. Interpretation

- (a) There shall be an Education Committee that is a committee of the Academic Board and hereinafter shall be called "the Committee"
- (b) The duties of the Committee shall apply to all matters associated with strategic academic governance issues and issues of quality pertaining to undergraduate and postgraduate coursework programs and policy.
- (c) Matters relating to Higher Degree Research are outside the scope of this Committee

2. Objectives

The Committee shall be the peak learning and teaching body responsible for strategic direction and oversight of academic quality in coursework programs within the University. It will provide advice to the Academic Board on learning and teaching, strategies, policies, initiatives and innovation that promotes learning and teaching interests of the University and that fosters learning and teaching that is of the highest quality. In particular, the Committee shall:

- (a) be responsible for assuring the quality of academic courses
- (b) advise Academic Board on issues of educational policy and learning and teaching innovation
- (c) provide strategic leadership in Learning and Teaching matters including scholarship and staff professional development

3. Membership

The Committee shall comprise the following:

(a) **Ex-officio Members (12)**

- (i) Chair (a nominee of the Chairperson of the Academic Board who is the Senior Executive member responsible for Learning and Teaching)
- (ii) Chairperson of the Academic Board
- (iii) Dean, Learning, Teaching and Student Engagement
- (iv) Directors Academic Quality and Strategy
- (v) Director Student Services
- (vi) Associate Deans (Learning and Teaching) from all Colleges (in the situation where there are more than 1 Associate Dean from a College/s there remains 1 vote per college)

(b) **Co-opted Members (2)**

- (i) Academic staff member with demonstrated excellence in Learning and Teaching (one per Academic Division)

Secretary: University Secretary or nominee.

Non-Voting Attendees

Other senior officers of the University by invitation of the Chair

Student Input

Student input is to be achieved through invitation on a case by case basis

Advisors

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

- Dean, Graduate Research Studies
- Campus Dean or nominee JCUB
- Campus Dean or nominee JCUS
- Director Library and Information Services

- Director Estate
- Director, Information and Communication Technology
- Representative of the Division of Global Strategy and Engagement
- Head, Blended Learning and Innovation
- Manager Quality, Standards and Policy
- Manager, Student Equity and Wellbeing
- Manager, Pathway Programs
- Divisional Academic Registrars

4. Term of Office

- (a) The term of office for co-opted members shall be for up to two years,
- (b) Should a co-opted member vacate their office before the expiry of their term, the Executive of the relevant Academic Division shall nominate a replacement member.

5. Quorum

A majority of members shall constitute a quorum.

6. Casting Vote

The Chair of the meeting will have a casting vote in the case of an equality of votes.

7. Meetings

- (a) The Committee shall meet as required to perform its functions. Normally the Committee shall meet six times a year.
- (b) The Chair shall preside at all meetings. However, in the event of his/her absence, the Dean, Learning, Teaching and Student Engagement will take over as Chair. In the absence of the Chair, Education Committee and the Dean, Learning, Teaching and Student Engagement, the Committee members present shall choose a member to preside at that meeting.

8. Duties and Responsibilities

8.1 Policy Considerations

- (a) The Committee shall formulate policy for consideration of Academic Board on:
 - (i) Learning and Teaching and innovation
 - (ii) Student Experience
 - (iii)
 - (iv) Scholarships
 - (v) Course reviews – processes and criteria
 - (vi) Intellectual property in relation to teaching matters
 - (vii) Academic Integrity
- (b) The Committee shall monitor and review activities in the Divisions governed by policies and guidelines for which the Committee is responsible, including
 - (i) proposed academic policies, procedures and guidelines related to undergraduate and postgraduate coursework programs
 - (ii) consistency of Learning and Teaching standards across the University
 - (iii) emerging Learning and Teaching issues
 - (iv) Consideration of major initiatives and projects that affect the student experience; and
- (c) The Committee will advise the Academic Board on policy matters relating to staff professional development and scholarship in association to Learning and Teaching.

8.2 Learning and Teaching

The Committee shall oversee and assist in the implementation of quality assurance processes in all aspects of Teaching and Learning throughout the University including review of Academic Division:

- (i) Subject evaluations
- (ii) Student performance
- (iii) Progression
- (iv) Access and Participation
- (v) Attrition
- (vi) Student experience
- (vii) Graduate outcomes
- (viii) Courses

Duties and responsibilities specified under sub-clauses 8.1 to 8.2 above would be undertaken using frameworks, policies, principles and criteria established by the Academic Board.

9. Delegated Authorities

The Committee shall be delegated the following specific tasks by Academic Board:

9.1 Scholarships, Bursaries and Prizes

The Committee has the authority to consider and approve all variations (including amendment, suspension or disestablishment) of scholarships, bursaries and prizes.

9.2 Articulation Agreements/Advanced Standing Arrangements

The Committee has responsibility for noting all variations (including amendment, suspension or disestablishment) of articulation agreements and/or Advanced Standing Arrangements.

10. 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.

11. 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 sponsor:	University Secretary
Approval authority:	Academic Board
Version no:	18-1
Date for next review:	26/03/2020

Modification History

Version no.	Approval date	Implementation date	Details
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 Chairperson 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