

# Academic Programs Committee

## Composition and Terms of Reference

### 1. Composition

#### Ex Officio members

- President of the Academic Board
- Vice-President of the Academic Board or the Deputy Vice-President of the Academic Board
- A chairperson appointed by the President of the Academic Board
- Provost or nominee
- Director, Student Enrolment
- Chair of the Selection Procedures Committee (or nominee)
- Chair of the Melbourne Custom Programs Committee
- Academic Secretary or Academic Governance Officer
- Two faculty-based Academic Support Officers (or equivalent), nominated by the President, Academic Board
- The President of UMSU or nominee and one additional nominee
- The President of GSA or nominee and one additional nominee

#### Elected members

- Six members of the Board elected by the Academic Board for a term of three years; two members to retire each year
- Six members of the academic staff not being members of the Academic Board, elected by the Academic Board for a term of three years; one member to retire each year

#### Appointed members

- Up to six members of the Academic Board appointed as members of the Committee by the President of the Academic Board for a term of up to two years in order to take into account matters such as the balance of membership by discipline
- Up to six additional members, not being members of the Academic Board, nominated for a term of up to two years by the President of the Academic Board having regard to gender balance and disciplinary expertise of the membership.

### 2. Chairperson

The Board must appoint a person to chair the Committee for a period of up to two years. A person so appointed will be eligible for re-appointment. The Board must also appoint one or more Deputy Chairperson(s), in consultation with the Chairperson.

### 3. Quorum

A quorum for the committee is 30% of the current membership; 50% of those in attendance must be academic staff members.

### 4. Terms of Reference

- 4.1 To develop policies, in consultation with the Academic Secretary and the Board officers on assessment and examinations, for recommendation to the Board, taking into account

national and international best practice in order to ensure that academic programs are of high quality and standards.

- 4.2 To advise the Academic Board on resolutions, policy and procedures relating to all undergraduate and graduate coursework studies to ensure they are supporting the University's strategic objectives.
- 4.3 To recommend to the Academic Board policies and procedures regarding proposals for new, amended, discontinued and suspended coursework programs and courses, including criteria to be used in the development of proposals and the timeline for submission.
- 4.4 To review and make recommendations to the Academic Board regarding requirements to be satisfied by candidates for the award of a coursework degree, diploma or certificate.
- 4.5 To monitor and review delegations to deans to ensure that delegations related to course and subject approval are appropriately exercised and to make recommendations to the Board regarding those delegations
- 4.6 To monitor, for quality assurance and compliance purposes, non-award courses at undergraduate and graduate level offered under the name of the University.
- 4.7 To obtain information or reports from any faculty, school or department, the Library or other academic unit on academic matters relating to coursework studies as requested by the committee.
- 4.8 To provide advice to the Academic Registrar on academic issues on the conduct and monitoring of examinations, including examination conditions.
- 4.9 To refer to the Teaching and Learning Quality Assurance Committee (TALQAC) matters concerning appropriateness and quality of assessment including quality assurance of examination and assessment processes.
- 4.10 To receive reports from its sub-committees, Melbourne Custom Programs Committee and the Examinations sub-committee.
- 4.11 To periodically review these terms of reference and make recommendations to the Board to provide for the regulation of its own procedures.

## **5. Reporting**

- 5.1 The Academic Programs Committee must report to the next meeting of the Board after each meeting of the committee.
- 5.2 To provide an annual report on its activities under its terms of reference to the Academic Board.

## **6. Secretariat**

The Academic Secretary, or nominee, will provide secretariat support to the committee.

Approved AB 08/2010, 08/2013; 26/2/2014; 04/12/2014;