

# SHORT COURSES AND MICRO-CREDENTIALS COURSE COMMITTEE TERMS OF REFERENCE



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## 1 ESTABLISHMENT

The Short Courses and Micro-Credentials Committee is a sub-committee of the Curriculum Committee and will provide reports, recommendations and advice to the Curriculum Committee and advice to Deans of School, Deputy Vice-President (Education Strategy and Innovation), Deputy Vice-President (VET), and Heads/Director of College.

This committee is responsible for non credit-bearing micro-credentials, non-accredited VET short courses and English language courses.

## 2 FUNCTIONS AND RESPONSIBILITIES

This Committee's functions and responsibilities are to:

- 2.1 Review proposals for non credit-bearing micro-credentials, non-accredited VET short courses and English language courses, ensuring:
  - a) alignment with the University's strategic directions
  - b) compliance with the [Non-Award Courses and Micro-Credentials Policy and Procedure](#) and other relevant University policy documents
  - c) consistency with the [Standards for Registered Training Organisations \(RTOs\) 2015](#) (Cwlth), the [Higher Education Standards Framework \(Threshold Standards\) 2021](#) (Cwlth), [ELICOS Standards 2018](#) (Cwlth), and other established quality standards, as appropriate
  - d) high quality learning outcomes for students.

- 2.2 Review and report to the Curriculum Committee on issues pertaining to learning, teaching and assessment as they relate to non credit-bearing micro-credentials, non-accredited VET short courses and English language courses.
- 2.3 Coordinate the development and continual improvement of the content and delivery of non credit-bearing micro-credentials, non-accredited VET short courses and English language courses, including reviewing annual and five-yearly review reports.

### **3 DELEGATED AUTHORITIES**

Academic Board has delegated to this Committee the authority to:

- approve proposals for new, updated and terminated non credit-bearing micro-credentials, non-accredited VET short courses and English language courses
- approve annual Micro-credential Review Reports
- approve proposals to re-approve non credit-bearing micro-credentials, non-accredited VET short courses and English language courses following the completion of a five-yearly review
- receive and consider reports from external bodies on the reviews of courses within the Committee's remit they have accredited or for which accreditation has been sought.

These delegations may not be further sub-delegated without Academic Board approval.

### **4 REFERRAL OF MATTERS**

This Committee may refer any item to the Curriculum Committee or the Education Strategy and Innovation Committee for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees or officers as appropriate.

### **5 SUB-COMMITTEES**

This Committee may establish standing or ad hoc sub-committees and approve their Terms of Reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees. The terms of reference of any sub-committee which has a role in the University's governance processes must be approved by Academic Board. This Committee may co-opt employees to serve on its sub-committees and/or working parties.

This Committee will receive reports from its sub-committees and be responsible for monitoring and evaluating each sub-committee's activities against their functions and responsibilities.

### **6 MEMBERSHIP AND TERMS OF OFFICE**

This Committee will comprise:

Ex-officio members:

- Manager Centre for Professional Development
- Director International
- Manager Corporate Training
- Deputy Director Alumni Relations and Advancement Services

Nominated members:

- one representative of the Deans of School, nominated by the Vice-President (Academic)
- one representative of the Associate Vice-Presidents, nominated by the Vice-President (Global Development)
- one representative of the VET Managers, nominated by the Vice-President (Academic)

Co-opted members:

- additional members the Committee may co-opt over time to provide input into particular matters.

## **Membership requirements and terms of office**

All members are expected to represent and maintain effective communications between their business area and this Committee, as appropriate.

New members will, on their appointment, receive relevant induction information and briefings to assist them to meet their Committee responsibilities.

### **Terms of office**

Ex-officio members will serve for the duration of their appointment. Ex-officio members may send a nominee when unable to attend meetings or nominate a standing nominee with the Chair's approval.

Nominated members will serve for a term of two years. Fixed-term employees must have a contract that runs for at least their term of office.

### **Leave of absence**

Where a member is aware that they will be absent from the University and unable to attend Committee meetings for an extended period, the member may apply to the Chair for leave of absence for the period. For the purpose of calculating membership and quorum, the membership will be reduced by the number of members on approved leave of absence at the time of the meeting.

## **7 RIGHTS OF AUDIENCE AND DEBATE**

This Committee may extend rights of audience and debate on a standing or ad hoc basis.

Those holding the following or equivalent positions (or their nominee) will have standing rights of audience and debate at meetings:

- Deputy Vice-President (VET)
- Deputy Vice-President (Digital Services)
- Deans of School
- Director College of Trades
- Course Committee Chairs
- Director Student Central
- Director Student Engagement
- Director Learning Design and Innovation
- Director Governance
- Secretary, Academic Board
- Student Ombudsman.

Employees and external stakeholders may request the opportunity to address the Committee at any time. The Chair will consider and determine these requests.

## **8 OBSERVERS**

Observers are welcome with the Chair's prior permission and provided they advise the Secretary in advance.

Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by the Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in closed session.

## **9 CHAIR AND DEPUTY CHAIR**

The Chair will be the Manager Centre for Professional Development.

The Deputy Chair will be appointed by and from the Committee members. The Deputy Chair will serve a term of two years.

The Chair will nominate an alternate Deputy Chair if the Chair and Deputy Chair are unable to attend a scheduled meeting.

## **10 SECRETARY**

The Manager Centre for Professional Development will nominate the Secretary.

## **11 CASUAL VACANCIES**

A casual vacancy will be filled in accordance with the appointment method set out in these terms of reference.

## **12 REMOVAL OF A MEMBER FROM OFFICE**

This Committee may terminate a person's membership for misconduct by a vote of two-thirds of those present at a committee meeting called in accordance with these terms of reference, and for which due notice of the motion to terminate the person's membership has been given.

Where a member or their nominee does not attend three consecutive meetings without adequate cause, that person's membership may be terminated. A person whose membership has been terminated may apply to this Committee to have their membership reinstated.

## **13 QUORUM**

The quorum for a committee meeting will be 50 per cent of the membership, plus one.

Where a loss of quorum is identified, the meeting may be adjourned until a time the Chair determines. Any matters for decision considered when the meeting is inquorate must be subsequently ratified at the next Committee meeting before those decisions can be actioned.

## **14 CONFLICT OF INTEREST**

Committee members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Committee's agenda.

If the Chair or Committee deems a member to have a conflict of interest in a matter before the Committee, the member will be excused from committee discussions and deliberations on that matter.

Further details on identifying and dealing with a conflict of interest are provided in the [Conflict of Interest Policy and Procedure](#).

## **15 MEETINGS**

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. The Committee will determine its meeting schedule annually in advance and meet as scheduled.

Committee decisions may be made at a duly called and constituted meeting, or by a resolution in writing to all members and physically or electronically approved by at least a quorum of members.

Committee members will fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

## 16 AGENDAS AND MINUTES

Agenda papers will be distributed at least three working days before the meeting, via the Committee Page on StaffNet. Members will be notified by email of the location and availability of material. Members are encouraged to view the agenda electronically during the meeting.

Only with the Chair's permission will late papers or the tabling of papers be accepted. All papers must be submitted to the Secretary by the specified submission deadline.

Committee records are subject to the Queensland [Public Records Act 2002](#) and must be retained by the Secretary in accordance with the University's [Records Management Policy and Procedure](#).

Minutes will be prepared from each meeting. The Chair will review the draft minutes and action sheet of each meeting, after which the Secretary will circulate the documents to all committee members and include them in the agenda papers for the next meeting.

## 17 EVALUATION AND REVIEW

To ensure this Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against these terms of reference and provide that information to the Curriculum Committee, along with any information the Curriculum Committee requests to facilitate its review of the Committee's performance and its membership.

## 18 RELATED LEGISLATION AND DOCUMENTS

[ELICOS Standards 2018](#) (Cwlth)

[Non-Award Courses and Micro-Credentials Policy and Procedure](#)

[Higher Education Standards Framework \(Threshold Standards\) 2021](#) (Cwlth)

[Standards for Registered Training Organisations \(RTOs\) 2015](#) (Cwlth)

## 19 FEEDBACK

Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 20 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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