

# EDUCATION STRATEGY AND INNOVATION COMMITTEE TERMS OF REFERENCE



## CONTENTS

1	ESTABLISHMENT .....	1
2	FUNCTIONS AND RESPONSIBILITIES .....	1
3	RESERVED AUTHORITIES .....	2
4	DELEGATED AUTHORITIES .....	2
5	REFERRAL OF MATTERS.....	3
6	SUB-COMMITTEES.....	3
7	MEMBERSHIP AND TERMS OF OFFICE .....	3
8	RIGHTS OF AUDIENCE AND DEBATE.....	4
9	OBSERVERS.....	5
10	CHAIR AND DEPUTY CHAIR .....	5
11	SECRETARY .....	5
12	EXECUTIVE COMMITTEE.....	5
13	CASUAL VACANCIES.....	5
14	REMOVAL OF A MEMBER FROM OFFICE .....	5
15	QUORUM.....	5
16	CONFLICT OF INTEREST .....	6
17	MEETINGS .....	6
18	AGENDAS AND MINUTES.....	6
19	EVALUATION AND REVIEW.....	6
20	RELATED DOCUMENTS .....	6
21	FEEDBACK.....	6
22	APPROVAL AND REVIEW DETAILS.....	7

## 1 ESTABLISHMENT

This Committee is a sub-committee of Academic Board, and will provide reports, recommendations and advice to Academic Board.

## 2 FUNCTIONS AND RESPONSIBILITIES

This Committee is responsible for University learning, teaching, education and training activities and initiatives, and overseeing the planning, strategy, implementation and review of projects, the University's learning and teaching framework, and activities related to learning and teaching, including student participation, retention and completion.

This Committee's functions and responsibilities are to:

- 2.1 Advise and report to Academic Board on learning and teaching<sup>1</sup> matters including strategic directions, plans, policies, processes, systems, structures, scholarship, quality, the University's learning and teaching framework, and any other matters the Committee deems significant within its terms of reference.
- 2.2 Inform University strategy, priorities and policy, and contribute to sector developments through consultation with relevant stakeholders, through:
  - monitoring legislation, government policy, and trends relevant to the higher education and vocational education and training (VET) sectors

<sup>1</sup> Learning and teaching refers to all University learning, teaching, education and training activities.

- undertaking benchmarking and research, and considering institutional intelligence (such as statistics, data analysis, Quality Indicators in Learning and Teaching reports), internal and external audit findings (e.g. TEQSA, ASQA) and relevant reports regarding attrition and retention in the University and the tertiary education sector
- 2.3 Provide advice on learning and teaching priorities for the University, informed by and which informs the University's plans and strategies, and monitor the implementation of such plans and strategies. Areas for advice and recommendation could include:
    - a) learning and teaching themes and issues within qualifications and non-award programs
    - b) learning and teaching excellence, concentration and selectivity
    - c) student participation, retention and completion
    - d) alignment with areas of strategic academic focus
    - e) engagement relationships with external stakeholders.
  - 2.4 Develop and review learning and teaching-related policy documents, monitor implementation and evaluate outcomes.
  - 2.5 Oversight the implementation of the University's plan for student participation, retention and completion implementation, monitor progress of the plan, and regularly report to Academic Board on the achievement of objectives and outcomes.
  - 2.6 Review services and activities that provide a successful transition into university, enhance students' experiences of learning, and support them to reach their potential.
  - 2.7 Discuss and note the findings of Australian Skills Quality Authority (ASQA) and Tertiary Education Quality and Standards Quality Agency (TEQSA) re-registration audits and other audit outcomes resulting from internal and external audits to address compliance with regulatory requirements governing qualifications offered by CQUniversity. Outcomes shall be reported to Academic Board.
  - 2.8 Discuss and note an annual report regarding student attrition, completion times and progress of students enrolled in coursework qualifications and training products and their constituent units, and provide to Academic Board.
  - 2.9 Monitor learning and teaching related technologies and their application, value and impact across the University, including existing or emerging technologies that will support improved student participation, retention and completion. Make recommendations to Academic Board and relevant decision-makers and/or committees to investigate and invest in new technologies that support high quality education.
  - 2.10 Note and where relevant, review, reports relating to the University's learning and teaching.
  - 2.11 Consider any other learning and teaching related matters referred to it by Academic Board, the Vice-Chancellor and President, Vice-Presidents or Deputy Vice-Presidents..

### **3 RESERVED AUTHORITIES**

Academic Board reserves the authority to approve strategies or plans relating to student participation and retention and learning environments, and approve policy documents relating to anatomy facility use and review.

### **4 DELEGATED AUTHORITIES**

Academic Board has delegated to the Committee the authority to:

- Approve and expire policy documents relating to learning and teaching matters, such as awarding of degrees, student progression, credit and articulation, grading, academic integrity, work integrated learning, evaluation of units and teaching, external referencing and peer review, and quality obligations imposed by the [Higher Education Standards Framework](#) and the [Standards for Registered Training Organisations](#) (RTOs).
- Make operational decisions to address issues that pose barriers to implementing approved University Plans that do not modify the Plans' overall purpose, objectives/goals or critical timelines, or require additional funding.

## 5 REFERRAL OF MATTERS

This Committee may refer any item to Academic Board for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees or officers as appropriate.

## 6 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 academic 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 shall receive reports from its sub-committees and be responsible for monitoring and evaluating each sub-committee's activities against their functions and responsibilities.

## 7 MEMBERSHIP AND TERMS OF OFFICE

This Committee shall comprise:

Ex-officio members:

- Deputy Vice-President (Education, Strategy and Innovation)
- Deputy Vice-President (Students)
- Deputy Vice-President (Digital Services)
- Director Educational Quality and Integrity
- Director Learning Design and Innovation
- Director VET Learning and Teaching
- Director International
- Director College of Trades
- Deputy Deans Learning and Teaching
- Deputy Associate Dean Learning and Teaching
- Deputy Director International CQUEnglish
- President Director, PT CQU Business Executive Training Centre.

Nominated members:

- one Head of College representative, nominated by Heads of Colleges
- one research higher degrees representative, nominated by the Dean School of Graduate Studies
- one Library Services representative nominated by the Director Enterprise Client Services
- one representative of the Student Representative Council, nominated by the Student Representative Council.

Elected members:

- two academic employees. Academic Board members are ineligible
- two VET educational employees. Academic Board members are ineligible.

Co-opted members:

- Senior Planning and Policy Analyst, when matters relating to student participation, retention and completion are to be considered
- Such additional members the Committee co-opts to provide input into particular matters.

All members are expected to represent and maintain effective communications between their organisational 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 shall 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.

Elected and nominated employee members shall serve for a term of two years. To ensure continuity of Committee operations, one half of the elected members shall initially serve for a term of one year, with all elected and nominated members subsequently serving for a term of two years.

Student members shall serve for a term of one year and may serve no more than two terms of office. To retain membership, the student member must maintain their enrolment with the University.

### **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.

## **8 RIGHTS OF AUDIENCE AND DEBATE**

This Committee may extend rights of audience and debate on a standing or ad hoc basis. Rights of audience and debate may participate in meetings, but have no voting rights.

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

- President, Academic Board
- Vice-Presidents
- Deputy Vice-Presidents
- Deans of School
- Associate Dean, School of Access Education
- Directors
- VET Managers
- Coordinator VET Quality and Language Literacy and Numeracy Services
- Student Ombudsman
- Secretary, Academic Board
- Deputy Director Business Intelligence and Analytics
- Manager Business Intelligence
- Manager Educational Quality and Academic Integrity
- Coordinator Learning Analytics
- Senior Policy and Project Officer
- Community of Practice Champions.

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

## 9 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.

## 10 CHAIR AND DEPUTY CHAIR

The Chair shall be the Deputy Vice-President (Education Strategy and Innovation).

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

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

## 11 SECRETARY

The Director Governance shall nominate the Secretary.

## 12 EXECUTIVE COMMITTEE

This Committee shall have an executive committee, empowered to act between meetings where urgent business arises, and to form ad hoc sub-committees if required. Executive Committee decisions will be reported to this Committee at its next scheduled meeting.

The Executive Committee shall comprise:

- Chair
- Deputy Chair
- Director Educational Quality and Integrity
- Director Learning Design and Innovation
- Director VET Learning and Teaching.

## 13 CASUAL VACANCIES

A casual vacancy for nominated members shall be filled in accordance with the original requirements.

A casual vacancy for elected members shall be filled in accordance with the [Election of Members to University Committees Procedure](#).

## 14 REMOVAL OF A MEMBER FROM OFFICE

The 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 who has had their membership terminated may apply to the Executive Committee to have their membership reinstated.

## 15 QUORUM

The quorum for a committee meeting shall be 50% of the membership, plus one. The quorum must at all times include at least one representative of each of the University's higher education and vocational education and training operations.

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 by the Executive Committee or at the next Committee meeting before those decisions can be actioned.

## **16 CONFLICT OF INTEREST**

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

If the Chair or Committee deems a member to have a conflict of interest in a matter before this 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](#).

## **17 MEETINGS**

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. This Committee will meet as scheduled.

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

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

## **18 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 are to 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 members and include them in the agenda papers for the next meeting.

## **19 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 Academic Board, along with any information Academic Board requests to facilitate its review of this Committee's performance and its membership.

## **20 RELATED DOCUMENTS**

[Election of Members to University Committees Procedure](#)

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

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

## **21 FEEDBACK**

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

## 22 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Delegated Approval Authority	N/A
Advisory Committee	Education Strategy and Innovation Committee
Required Consultation	N/A
Administrator	Director Governance
Next Review Date	29/07/2023

Approval and Amendment History	Details
Original Approval Authority and Date	Executive Committee of Academic Board 20/12/2012
Amendment Authority and Date	Academic Board 13/11/2013; Academic Board 23/07/2014; Academic Board 26/11/2014; Academic Board 16/11/2016; Administrative Approved - Director, Governance 27/01/2017; Administrator Approved - Director, Governance 07/03/2017; Executive Committee of Academic Board 14/12/2017; Academic Board 25/07/2018; Administrator Approved – Director, Governance 31/08/2018; Academic Board 26/09/2018; Academic Board 29/07/2020; Editorial amendment 19/02/2021; Editorial amendment 29/11/2021.
Notes	The Learning and Teaching Committee of Academic Board replaced the Education Committee of Academic Board on 12/12/2012. The Committee was re-named Learning and Teaching Committee on 26/11/2014, and was re-named Education Strategy and Innovation Committee on 29/07/2020. The responsibilities of the Student Participation and Retention Committee were reallocated to this Committee on 29/07/2020.