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## 1 ESTABLISHMENT

This Committee is a sub-committee of Academic Board, and will provide reports, recommendations and/or advice to Academic Board, and advice to the Deputy Vice-President (Education, Strategy and Innovation).

## 2 FUNCTIONS AND RESPONSIBILITIES

This Committee is responsible for the oversight of all CQUniversity curriculum including the approval of relevant policies and procedures, course and unit proposals, and course and unit evaluation and review processes. Authority to consider some proposals and reviews has been delegated to sub-committees and to management, however this Committee retains responsibility for the policies and procedures governing those proposals and reviews.

This Committee's functions and responsibilities are to:

- 2.1 Examine course and unit proposals and advice from the relevant Course Committees and make accreditation/approval determinations in accordance with this Committee's delegated authority, ensuring proposals:
  - a) enable pathways between the range of qualifications offered by the University, and
  - b) comply with the [Standards for Registered Training Organisations \(RTOs\) 2015](#) (Cwlth), [Higher Education Standards Framework \(Threshold Standards\) 2015](#) (Cwlth), [Australian Qualifications Framework \(AQF\)](#), other established quality standards, and relevant University policies and procedures.

- 2.2 Review and report to Academic Board on issues or reports pertaining to learning, teaching and assessment regarding qualifications within the Committee's remit.
- 2.3 Coordinate the development and continual improvement of the content and delivery of qualifications, ensuring support for pathways between qualifications and high quality learning outcomes for students.
- 2.4 Consider curriculum and assessment-related policy documents and approve or recommend to Academic Board in accordance with delegated authorities, and monitor policy document implementation and evaluate outcomes.
- 2.5 Review minutes from the University's Course Committees.
- 2.6 Act on matters referred to it by Academic Board or its sub-committees.

### **Assessment meetings**

- 2.7 Before certification of grades each term, assessment meetings will be held to action this Committee's authority to determine results in all formal non-award and higher education units. The Chair shall conduct the meeting.
- 2.8 Results must first be considered by the relevant Course Committee, then by this Committee.
- 2.9 Results shall be considered by the relevant school, with the relevant Heads of Course, Heads of College, and Deputy Dean Learning and Teaching and/or Dean or Associate Dean attending the meeting when their School's/College's unit results are being considered.
- 2.10 Assessment meetings are not required for vocational education and training (VET) units of competency or for non-award units for which students are not awarded a final grade.

## **3 RESERVED AUTHORITIES**

Academic Board reserves the authority to approve policy documents relating to the development and review of curriculum and offering of any type of qualification or certification and policy documents relating to assessment.

## **4 DELEGATED AUTHORITIES**

Academic Board has delegated to this Committee the authority to:

- accredit new and changes to higher education, research and non-award courses, and approve their termination
- accredit new higher education, research and non-award units, and approve their termination
- approve course review panel membership proposals for higher education and research courses
- approve five-yearly course and unit review and re-accreditation reports for higher education and research courses and re-accredit those courses accordingly
- approve 12 month progress reports for five-yearly course and unit review and re-accreditations
- approve proposals to add to the University's scope of registration new and superseded VET qualifications (where the new qualification is not deemed equivalent to the previous qualification), and standalone units
- approve proposals to add new customised VET skills sets to the scope of registration (where the skill set is created by CQUniversity)
- approve proposals to remove qualifications and standalone units from the scope of registration
- receive and consider reports from external bodies on the reviews of courses they have accredited or for which accreditation has been sought, and
- determine results in all higher education, research and non-award units for which students are awarded a final grade in accordance with the [Grades and Results Policy](#).

## 5 REFERRAL OF MATTERS

This Committee may refer any item to the Education Strategy and Innovation Committee, Research Committee and/or 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 Deans Learning and Teaching
- Deputy Associate Dean Learning and Teaching
- Director Educational Quality and Integrity
- Director Learning Design and Innovation
- Director VET Learning and Teaching
- Director Student Central
- Chairs of Course Committees
- VET Managers
- Coordinator AIMS.

Additional ex officio members (when research higher degree or research qualifying courses or units or related policies are on the agenda):

- Dean School of Graduate Research.

Nominated members:

- one representative from research coursework delivery, nominated by the Dean School of Graduate Research
- one representative from the Student Representative Council who is a coursework student, nominated by the Student Representative Council.

Additional nominated members (when research higher degree or research qualifying courses or units or related policies are on the agenda):

- one Postgraduate Research Coordinator, or equivalent research leadership position, from each of the Tertiary Education Schools that host research higher degrees candidates, nominated by the Dean School of Graduate Research, when research higher degree or research qualifying courses or units or related policies are on the agenda
- one representative of the Student Representative Council who is a research higher degree student, nominated by the Student Representative Council, when research higher degree or research qualifying courses or units or related policies are on the agenda.

Elected members:

- two VET educational employees
- one academic employee who teaches non-award courses
- two academic employees who teach higher education coursework qualifications.

Additional elected members (when research higher degree or research qualifying courses or units or related policies are on the agenda):

- two academic employees who are registered research supervisors.

Co-opted members:

- Such other members co-opted by the Chair to provide input into particular matters and ensure representation consistent with the committee's responsibilities.

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

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

The student members shall serve for a term of one year and may serve no more than two consecutive terms on the Committee. To retain membership, the student members 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 of time, 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 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.

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

- Vice-Chancellor and President
- President, Academic Board
- Vice-Presidents
- Deputy Vice-Presidents
- Directors
- Deans of School
- Associate Dean School of Access Education
- Deputy Deans Research
- Secretary, Academic Board

- Student Ombudsman
- Admissions employees
- Coordinator Research Higher Degrees
- Course Advice employees
- Coordinator Student Systems
- Student Communications employees
- Manager Educational Quality and Academic Integrity
- Coordinator VET Quality and Language Literacy and Numeracy Services
- Senior Policy and Project Officer
- Manager Work Integrated Learning

Employees and external stakeholders may request the opportunity to address the Committee at any time. 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 appointed through an expression of interest process involving a call for expressions and appointment by the Executive Committee of Academic Board. Applicants will be required to demonstrate their expertise and commitment to quality curriculum. The Chair shall serve for a term of two years.

The Deputy Chair shall be appointed by and from the Committee members. The Deputy Chair shall serve for 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
- Deputy Associate Dean Learning and Teaching
- Director Educational Quality and Integrity
- One Deputy Dean Learning and Teaching, determined by the Committee
- Dean School of Graduate Research, when considering research-related matters

- One committee member, determined by the Committee

If a meeting of the Executive Committee is called, the Deputy Chair shall chair the meeting if the Chair is unable to attend. If both the Chair and Deputy Chair are unable to attend a meeting, the Chair shall nominate an alternate Chair.

### **13 CASUAL VACANCIES**

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

### **14 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 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 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 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 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](#).

### **17 MEETINGS**

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

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

## 19 EVALUATION AND REVIEW

To ensure that 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](#)

[Grades and Results Policy](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#) (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	Curriculum Committee
Administrator	Director Governance
Next Review Date	29/07/2023

Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 16/11/2016
Amendment Authority and Date	Director, Governance 27/01/2017; Acting Director, Governance 4/06/2018; Academic Board 25/07/2018; Director, Governance 31/08/2018; Academic Board 29/05/2019; Academic Board 25/09/2019; Academic Board 29/07/2020; Editorial amendment 04/03/2021.
Notes	The Education Committee replaced the Higher Education Coursework Qualifications Committee on 27/05/2015 and the Vocational Education and Training Qualifications Committee 26/11/2014. The Education Committee was re-named Curriculum Committee on 29/07/2020. The research higher degree accreditation and review and policy review responsibilities of the Research Higher Degrees Committee were transferred to this Committee on 29/07/2020.