

## Contents

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

## 1 ESTABLISHMENT

The Education Committee is a sub-committee of Academic Board, and will provide reports, recommendations and/or advice to Academic Board and the Provost, and determine matters in accordance with its delegated authority.

The Committee's scope comprises non-award courses and units; vocational education and training courses, skill sets, and units; and higher education coursework courses and units.

## 2 FUNCTIONS AND RESPONSIBILITIES

The Committee's functions and responsibilities are to:

- 2.1 Examine all coursework and non-award course and unit proposals and advice from the relevant Course Committees and make accreditation/approval determinations in accordance with the Committee's delegated authority, ensuring proposals:
  - a) align with the University's strategic directions
  - b) enable pathways between VET qualifications, non-award courses, other University qualifications (including postgraduate qualifications) and training products, and
  - c) 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 non-award and higher education coursework qualifications, and the delivery of VET qualifications, ensuring support for pathways between VET and higher education qualifications and high quality learning outcomes for students.
- 2.4 Review minutes from the University's Course Committees and Course Reference Committees.
- 2.5 Act on matters referred to it by the Learning and Teaching Committee and Academic Board.

### **Assessment Meetings**

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

## **3 DELEGATED AUTHORITIES**

Academic Board has delegated to the Committee the authority to:

- accredit new higher education and non-award coursework courses, and changes to those courses
- accredit new higher education and non-award units
- approve the termination of higher education and non-award coursework courses and units
- approve course review panel membership proposals for higher education coursework courses
- approve five-yearly course and unit review and re-accreditation reports for higher education coursework courses and re-accredit those courses accordingly
- 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
- approve annual course enhancement reports for non-award and higher education coursework qualifications
- receive and consider reports from external bodies on the reviews of courses they have accredited or for which accreditation has been sought
- determine results in all higher education units and non-award units for which students are awarded a final grade, in accordance with the Grades and Results Procedure.

## **4 REFERRAL OF MATTERS**

The Committee may refer any item to the Learning and Teaching 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.

## **5 SUB-COMMITTEES**

The 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.

The 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.

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

The Committee shall comprise:

Ex-officio members:

- Pro Vice-Chancellor (Learning and Teaching)
- Pro Vice-Chancellor (VET Operations and Growth)
- Deputy Deans (Learning and Teaching)
- Deputy Deans (VET)
- Associate Dean, School of Access Education
- Manager, Vocational Governance
- National Director of Studies.

Nominated members:

- A representative group of Discipline Managers and Qualifications Coordinators, determined by the Dean of School or equivalent
- A representative group of Heads of Courses (non-award and higher education), determined by the Dean of School or equivalent
- One representative from the Learning and Teaching Services Office, nominated by the Pro Vice-Chancellor (Learning and Teaching)
- One representative from the Governance Directorate, nominated by the Director.

Elected members:

- Two elected full-time VET educational employees, elected by and from those VET educational employees, where at least half of these elected staff representatives shall be a full-time permanent VET education employee
- One elected full-time member of the academic staff of the University who teaches into non-award courses, elected by those academic staff
- Two elected full-time members of the academic staff of the University who teach into higher education coursework qualifications, elected by and from those academic staff, where at least half of these elected staff representatives shall be a full-time permanent academic staff member
- Two enrolled VET students, elected by enrolled VET students
- One enrolled undergraduate higher education coursework student, elected by enrolled undergraduate higher education coursework qualification students
- One enrolled postgraduate higher education coursework student, elected by enrolled postgraduate higher education coursework qualification students.

Co-opted members:

- Such additional members the Committee co-opts to provide input into particular matters and ensure representation consistent with the committee's responsibilities.

All members are expected to represent their full constituency and are responsible for maintaining effective communications between their schools, divisions/units and this Committee, as appropriate.

Nominated members shall serve for a term of two years. Elected members shall serve for a term of two years, and contract staff must have a contract that runs for at least the term of office. Student members shall serve for a term of one year and may serve two consecutive terms. To retain membership, the student member must maintain their enrolment with the University.

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.

Ex-officio members may send a nominee when unable to attend meetings, or nominate a standing nominee.

The Committee's membership must include appropriate gender representation.

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

The 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:

- Director, Student Experience
- Director, Marketing
- Director, Information and Digital Technologies
- Director, Centre for Professional Development
- Deans of School
- Course Committee Chairs
- Vice-Chancellor's Advisory Committee members
- Student Ombudsman
- International Admissions Manager
- Student Communication Officer
- Student Advisors (Programs and Careers)
- Admissions Processing Officer.

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

## **8 CHAIR AND DEPUTY CHAIR**

The Chair shall be the Pro Vice-Chancellor (Learning and Teaching).

The Committee shall nominate one of their members to be the Deputy Chair, and submit their nomination to the Provost for approval.

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

## **9 SECRETARY**

The Director, Governance shall nominate the Secretary.

## **10 EXECUTIVE COMMITTEE**

The 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
- Pro Vice-Chancellor (VET Operations and Growth)
- One Deputy Dean (Learning and Teaching), determined by the Committee
- One Deputy Dean (VET), determined by the Committee
- Associate Dean, School of Access Education
- Two other Committee members, determined by the Committee
- Manager, Vocational Governance.

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 Deputy Chair.

## **11 CASUAL VACANCIES**

A casual vacancy shall be filled in accordance with the Election of Members to University Committees Procedure.

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

## **13 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 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.

## **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 determines its meeting schedule annually in advance and meets 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 signed 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.

## 16 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.

## 17 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed three working days before the meeting, via the Committee Portal. Members will be notified by email of the location and availability of material. Members are encouraged to bring laptops, iPads or similar to the meetings and view the agenda online 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.

## 18 EVALUATION AND REVIEW

To ensure that the 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 the Committee's performance and its membership.

The Administrator shall review these terms of reference every two years, in conjunction with the Committee, and provide a report, including any recommendations, to Academic Board.

## 19 FEEDBACK

University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 20 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Education Committee
Administrator	Director, Governance
Next Review Date	16/11/2018

Approval and Amendment History	Details
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Amendment Authority and Date	Administrative updates Director, Governance 27/01/2017; Administrator Approved – Acting Director, Governance 4/06/2018; Academic Board 25/07/2018; Administrator Approved – Director, Governance 31/08/2018.
Notes	This committee replaces the Higher Education Coursework Qualifications Committee (27/05/2015) and the Vocational Education and Training Qualifications Committee (26/11/2014).