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1 ESTABLISHMENT

The Education Committee is a sub-committee of Academic Board, and will provide reports, recommendations and/or advice to Academic Board.

2 FUNCTIONS AND RESPONSIBILITIES

The Education Committee is responsible for higher education non-award courses and units; vocational education and training courses, accredited skill sets, and units; and higher education coursework courses and units.

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) enable pathways between VET qualifications, non-award courses, other University qualifications (including postgraduate qualifications) and training products, 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 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.
- 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 and termination of those courses
- accredit new higher education and non-award units, and approve their termination
- 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 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
- 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, and
- 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 Policy](#).

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 may co-opt employees to serve on its sub-committees and/or working parties.

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)
- Associate Dean, School of Access Education
- Director, Educational Quality and Standards
- Director, Student Governance.

Nominated members:

- A representative group of Discipline Managers (or equivalent) and Qualifications Coordinators, nominated by the Dean of School or equivalent, and approved by the Chair (with the number of representatives set by the Chair)
- A representative group of Heads of Courses (non-award and higher education), nominated by the Dean of School or equivalent, and approved by the Chair (with the number of representatives set by the Chair)
- One representative from the Student Representative Council, nominated by the Student Representative Council.

Elected members:

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

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.

Gender representation on the Committee's membership is encouraged.

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 member 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 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 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.

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:

- President, Academic Board
- Associate Vice-Chancellor (Sunshine Coast Region) and Director, VET Learning and Teaching
- Director, Student Experience
- Director, Marketing
- Chief Information and Digital Officer
- Director, Centre for Professional Development
- Manager, Educational Quality and Standards Assurance
- Deans of School
- Course Committee Chairs
- Vice-Chancellor's Advisory Committee members
- Secretary, Academic Board
- Student Ombudsman
- International Admissions Manager
- Coordinator, AIMS
- Coordinator, Course Advice
- Coordinator, Student Admissions
- Senior Academic and Student Records Officer
- Student Communication Officer
- Senior Course Adviser/s
- Admissions Processing Officer/s.

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

Two Deputy Chair's shall be appointed by election by and from the Committee members. To ensure continuity of Committee operations, one Deputy Chair shall initially serve for a term of one year, with both subsequently serving for a term of two years.

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

10 SECRETARY

The Secretary, Academic Board shall nominate the Secretary.

11 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
- Associate Dean, School of Access Education
- Director, Educational Quality and Standards Assurance
- One Deputy Dean (Learning and Teaching), determined by the Committee
- 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.

12 CASUAL VACANCIES

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

13 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.

14 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 VET 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.

15 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](#).

16 MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. The Committee shall 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 the Executive Committee and electronically signed by at least a quorum of the Executive Committee members (flying minute).

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

17 AGENDAS AND MINUTES

Agendas and associated documentation 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.

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 RELATED DOCUMENTS

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

[Grades and Results Policy](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#) (Cwlth)

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

20 FEEDBACK

Feedback about this document can be emailed to policy@cqu.edu.au.

21 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Education Committee
Administrator	Secretary, Academic Board
Next Review Date	25/09/2021

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; Academic Board 29/05/2019; Academic Board 25/09/2019.
Notes	This committee replaces the Higher Education Coursework Qualifications Committee (27/05/2015) and the Vocational Education and Training Qualifications Committee (26/11/2014).