

JOINT RE-REGISTRATION PROJECT STEERING GROUP TERMS OF REFERENCE



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1 ESTABLISHMENT

The Provost established this steering group to report to Academic Board and provide advice to the Audit, Risk and Finance Committee and the Vice-Chancellor's Advisory Committee through the Project Manager (Manager, University Accreditation).

2 FUNCTIONS AND RESPONSIBILITIES

The Group's functions and responsibilities are to:

- 2.1 Oversee CQUniversity's concurrent re-registration as a university, as a Registered Training Organisation (RTO) and as a provider of courses to overseas students (CRICOS), with the aim of ensuring a successful joint re-registration process, including monitoring the activity of re-registration teams, and bringing to the attention of relevant executives and/or the Academic Board any issues that need to be addressed to ensure a successful re-registration process..
- 2.2 Oversee compliance activities relating to applicable standards frameworks for higher education (TEQSA), vocational education and training (ASQA), and provision of courses to overseas students (CRICOS).
- 2.3 Ensure University preparedness for TEQSA and ASQA's potential and stated audit and review activities provision of timely, effective and appropriate communications to staff, students and external stakeholders regarding re-registration.
- 2.4 Ensure timely and accurate compilation of evidence for TEQSA and ASQA applications, including the development of any associated self-review or explanatory documentation.
- 2.5 Ensure timely submission of re-registration applications and supporting evidence.
- 2.6 Ensure timely submission of requests for information to TEQSA and/or ASQA.
- 2.7 Oversee logistical preparations for site visits, if site visits are required.
- 2.8 Oversee the University's response to TEQSA and ASQA re-registration findings and public reporting.

3 REFERRAL OF MATTERS

The 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.

4 MEMBERSHIP AND TERMS OF OFFICE

The Committee shall comprise:

Ex-officio members:

- Pro Vice-Chancellor (Learning and Teaching)
- Provost
- Manager, University Accreditation (Project Manager)
- Director, Student Experience
- Pro Vice-Chancellor (VET Operations and Growth)
- Director, Governance
- Manager, Corporate Risk and Reporting
- Director, International
- Vocational Quality Manager
- Manager, Corporate Communications

Co-opted members:

- Deputy Dean (Learning and Teaching), School of Business and Law
- Senior Lecturer (Research), Learning and Teaching Services

5 RIGHTS OF AUDIENCE AND DEBATE

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

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

6 CHAIR

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

The Chair shall nominate a Deputy Chair if the Chair is unable to attend a scheduled meeting.

7 SECRETARY

The Provost shall nominate the Secretary.

8 QUORUM

The quorum for a committee meeting shall be 50% 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.

9 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](#).

10 MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. Committee meetings shall be held every two weeks, or as requested by the Chair.

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.

11 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.

12 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed two working days before the meeting, via email. 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.

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 committee members and include them in the agenda papers for the next meeting.

13 FEEDBACK

University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

14 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	Provost
Next Review Date	29/03/2019

Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 29/03/2017
Amendment Authority and Date	
Notes	