STUDENT PARTICIPATION AND RETENTION COMMITTEE TERMS OF REFERENCE

Contents

1   ESTABLISHMENT

Academic Board established this Committee to provide reports and/or advice to Academic Board, and to other Committees as needed, including the Vice-Chancellor's Advisory Committee.

2   FUNCTIONS AND RESPONSIBILITIES

2.1   This Committee has senior management oversight of the planning, strategy, implementation and review of all CQUniversity projects, initiatives and activities related to student participation, retention and completion.

2.2   The Committee's functions and responsibilities are to:

a) develop and recommend to Academic Board a consolidated student participation, retention and completion plan, aligned with the University's strategic intent, plans and organisational values, which includes identified objectives, priorities, performance indicators, officers with responsibilities, resources and funding

b) undertake benchmarking and research, and consider institutional intelligence (such as statistics, data analysis), internal and external audit findings (e.g. TEQSA[1], ASQA[2]) and relevant reports regarding the University and tertiary education sector trends and practices to inform the plan's development, review and evaluation

c) oversight the plan's implementation, monitor progress, and regularly report to Academic Board on the achievement of objectives and outcomes

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[1] TEQSA refers to the Tertiary Education Quality and Standards Agency
[2] ASQA refers to the Australian Skills Quality Authority

d) provide advice and/or make recommendations to Academic Board, or other relevant Committees or senior executives to ensure the plan's activities are actioned

e) review and evaluate the plan and related activities at least annually to ensure the plan is achieving or is modified to achieve its intended purpose and informs future planning and practice

f) contribute to developing University policies, procedures and practices to achieve a positive impact on student participation, retention and completion

g) seek advice on and consider the best use of existing or emerging technologies that will support improved student participation, retention and completion

h) recommend resource and funding requirements via Academic Board as part of the University's annual budget planning process

i) advise relevant Committees and/or officers with funding control on the allocation of University and external funds allocated to the plan and related activities, e.g. HEPPP[3], monitor expenditure, and report to Academic Board regularly on progress and, if appropriate, make recommendations in relation to funding.

j) consult and collaborate with other relevant University Committees and senior executives to achieve a coordinated, holistic approach to student participation and retention at CQUniversity, and

k) act on matters referred to it by Academic Board or other relevant University Committees or senior executives.

3   DELEGATED AUTHORITIES

Academic Board has delegated to the Committee the authority to make operational decisions to address issues that pose barriers to implementing approved University plans and do not modify their overall purpose, objectives/goals or critical timelines, or require additional funding.

4   REFERRAL OF MATTERS

The Committee may refer any item to a relevant University Committee, senior executive or other officer (if necessary) for discussion, consideration, action and/or noting 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 with 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:

- Provost

- Deputy Vice-Chancellor (Student Experience and Governance)

- Pro Vice-Chancellor (Learning and Teaching)

- Pro Vice-Chancellor (VET Operations and Growth)

- Associate Dean, School of Access Education

- Director, Educational Quality and Standards

- Director, Student Experience

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[3] HEPPP refers to the Australian Government's Higher Education Participation and Partnerships Program.

- Director, Centre for Regional Advancement of Learning, Equity and Access Participation (LEAP)
- Deputy Director, International Business Intelligence and Strategic Planning
- Senior Planning and Policy Analyst.

Nominated members:
- a Dean of School representative, nominated by the Provost
- an Associate Vice-Chancellor representative, nominated by the Deputy Vice-Chancellor (Engagement, Campuses and Mackay-Whitsunday)
- a Student Representative Council student member, nominated by the Student Representative Council
- one representative of the Office of Indigenous Engagement, nominated by the Pro Vice-Chancellor (Indigenous Engagement).

Co-opted members:
- Additional members the Committee may co-opt over time to provide input into particular matters.

The Committee's membership must include appropriate gender representation and a balance of representation across higher education and vocational education and training.

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

Nominated members shall serve for a term of two years. student members shall serve for a term of one year. To retain membership, the student member must maintain their enrolment with the University.

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:
- Members of the Vice-Chancellor's Advisory Committee
- Deputy Deans (Learning and Teaching)
- Vocational Education and Training (VET) Managers
- Student Ombudsman.

The Committee may seek advice from other staff members and external stakeholders, and they may be invited by the Chair to attend meetings with full rights of audience and debate.

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 Committee shall nominate a Chair and Deputy Chair from the ex-officio and nominated membership, both of whom shall serve for two years. The Committee shall submit its nominations for approval by the President of Academic Board.

The Chair and Deputy Chair may serve more than one term, subject to a further nomination and approval process as stated above.

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

If the Committee requires resolution on a matter under its consideration and committee members are unable to reach a consensus, the Chair (or the Deputy Chair in the Chair's absence) shall have the deciding vote on the matter.

9 SECRETARY

The Pro Vice-Chancellor (Learning and Teaching) 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 the next scheduled meeting.

The Executive Committee shall comprise:

- Provost
- Deputy Vice-Chancellor (Student Experience and Governance)
- Pro Vice-Chancellor (Learning and Teaching)
- Pro Vice-Chancellor (VET Operations and Growth).

11 CASUAL VACANCIES

A casual vacancy shall be filled in accordance with the original nomination requirements.

12 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.

13 QUORUM

The quorum for a Committee meeting shall be 50% of the membership, plus one.

Where a loss of quorum occurs, 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

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.

Committee meetings shall meet regularly as determined annually in advance by the Committee.

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 meeting's proceedings 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 five working days before the meeting, via the Committee site on StaffNet. 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.

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.

18   EVALUATION AND REVIEW

To ensure 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 the 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

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

20   APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Student Participation and Retention Committee
Administrator	Pro Vice-Chancellor (Learning and Teaching)
Next Review Date	24/07/2021

Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 29/03/2017
Amendment Authority and Date	Executive Committee of Academic Board 10/08/2017; Executive Committee of Academic Board 15/02/2018; Administrator Approval – Pro Vice-Chancellor (Learning and Teaching) 28/03/2018; Academic Board 24/07/2019.
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