

# Terms of Reference

## Education Committee



University of  
Southern  
Queensland

<b>Responsible officer</b>	University Secretary	<b>Approval Date</b>	12 November 2024
<b>Committee Services Officer</b>	Governance Officer (Academic Board)	<b>Approval Authority</b>	Academic Board

### 1. Role

The Education Committee is a Standing Committee of Academic Board and is responsible to Academic Board for quality assurance processes for learning and teaching to promote an academic culture of excellence and to ensure positive student outcomes.

### 2. Functions

The Committee shall oversee, monitor and advise Academic Board on:

1. the achievement of internal and external academic quality standards, including academic integrity, across all teaching, learning and scholarly activities, including through third party arrangements;
2. the quality of the student experience including, student progress and completions, and monitoring the effectiveness of interventions designed to improve student outcomes;
3. course and program approval, and program accreditation;
4. program review cycles and quality assurance processes, and their effectiveness in upholding excellence in teaching and learning;
5. the University's strategy as it relates to higher education and the development and promotion of innovation and excellence in learning and teaching;
6. the development, implementation, and review of the effectiveness of academic quality policies and procedures; and
7. compliance with applicable standards of the Higher Education Standards Framework (Threshold Standards) 2021 and other relevant legislation and regulatory instruments.

### 3. Meetings, Reporting and Minutes

<b>Frequency of Meetings:</b>	Education Committee meets six times per year at specific dates and times as outlined in the University Meeting Schedule. Special meetings may be called by the Chair (Education Committee) as the need arises.
<b>Conduct of Meetings:</b>	The meetings of Education Committee shall be chaired by the Chair (Education Committee) or the delegate of the Chair (Education Committee). In the absence of the Chair (Education Committee) and where there is no delegation in place, the Deputy Chair (Education Committee) shall act as Chair. In all other matters, the conduct of meetings shall be as for Academic Board.



	The Education Committee is expected to work in conjunction with other Standing Committees of Academic Board.
<b>Reports To:</b>	The Education Committee must report to the next meeting of Academic Board after each meeting of the Committee. The Education Committee must provide an annual report on its activities and achievements, against its terms of reference, to the first meeting of Academic Board each calendar year.
<b>Minutes:</b>	Minutes shall be kept for all meetings.

## 4. Membership

### 4.1. Membership Structure

The membership of the Education Committee consists of:

1. Associate Provost (ex officio) (Chair);
2. One elected staff member of Academic Board drawn from category 4.1.14 below, appointed by the Chair, Academic Board, following an expression of interest process (Deputy Chair);
3. Dean (Academic) (ex officio);
4. Associate Dean (Learning and Teaching) (ex officio);
5. Dean (Graduate Research School) (ex officio);
6. Head of College (College for First Nations) (ex officio);
7. Dean (Academic Transformation) (ex officio);
8. Head of College and Dean (Pathways Education) (ex officio);
9. Deputy Academic Registrar and Director (Student Administration) (ex officio);
10. University Librarian and Director (Library Services) (ex officio);
11. Dean (Learning and Teaching Futures) (ex officio);
12. Associate Director (Academic Program Support Services) (ex officio);
13. Chair, Learning and Teaching Innovation Committee;
14. Four members of Academic Board from Academic Board's elected staff membership categories, elected by and from the members of Academic Board;
15. Four academic staff members, elected by and from the academic staff of the University;
16. One First Nations academic staff member, elected by and from the First Nations academic staff of the University;
17. Two undergraduate students, elected by and from the students of the University;
18. One elected postgraduate coursework student, elected by and from the students of the University.

#### **4.2. Quorum**

At a meeting of the Committee, 50% of its members with at least two elected members constitute a quorum.

#### **4.3. Terms of Office**

Ex officio members remain members for their term of office.

Elected members, with the exception of student members, shall serve for a term that aligns with the term of Academic Board and shall be eligible for re-election, with no restriction on the number of renewable terms.

Student members shall have one-year terms running from 1 April to 31 March the following year, with an annual opportunity to continue their membership to a maximum term of three years without the need for an election. Student members shall be eligible for re-election after this period.

#### **4.4. Working Parties, Co-option, and Observers**

The Education Committee may establish such ad hoc working parties as it deems necessary or desirable for it to carry out its functions.

The Education Committee may co-opt members of the University to their membership for such terms as they may decide. Co-opted members will have full voting rights.

By endorsement of the Chair, Education Committee, observers may be invited to attend meetings, noting that an observer may not contribute to debate and will have no voting rights.

#### **4.5. Responsibilities of Education Committee Members**

Some members are identified as coming from named organisational entities to facilitate the consultation process. However, members are not appointed to represent their particular organisational constituencies and are expected to contribute to the Education Committee in the overall interests and objectives of the University.

#### **4.6. Absences**

Ex officio members are expected to delegate their committee duties for any planned period of absence. The member should ensure the nominee is fully briefed and prepared to contribute to the meeting.

Elected members cannot nominate delegates to undertake committee duties in their absence. Extended absences (for example where an elected member is on approved leave from the University) will be managed as a casual vacancy.

An elected member who is absent from two or more consecutive meetings without having been granted prior leave of absence by the Chair, Education Committee shall be deemed to have vacated the position, resulting in a casual vacancy.

#### **4.7. Casual Vacancies**

Casual vacancies will be managed under the provisions of the Academic Board Terms of Reference.

## 5. Performance Evaluation

Education Committee will undertake an annual self-evaluation of its performance. A summary report of the evaluation shall be submitted to Academic Board by the first meeting of the following calendar year.

## 6. Review of Terms of Reference

The Terms of Reference will be reviewed annually by Education Committee to ensure they remain consistent with the Committee's objectives and responsibilities. Any proposed amendments to the Terms of Reference will be referred to Academic Board for approval.

### Modification History

Date	Source	Details
21/09/2021	AB	Establishment of Education Committee approved by Academic Board.
16/11/2021	AB	Addition of membership position 4.1.14 <i>One elected Aboriginal and/or Torres Strait Islander academic staff member, elected by and from the Aboriginal and Torres Strait Islander academic staff of the University</i> as approved by Academic Board.
22/02/2022	AB	Update to membership due to changes in senior leadership roles in the University.
28/11/2022		Administrative update 4.1.3 and 4.1.4 to reflect realignment of Academic Affairs portfolio.
19/09/2023	AB	Amendments to membership
14/11/2023	AB	Update to Dean (GRS) due to Research Services Realignment
21/2/2024	AB	Update to membership to create better alignment between Academic Board Standing Committee membership structures.
12/08/2024		Administrative update to add new Associate Provost position to membership.
20/09/2024		Administrative update to reflect Academic Registrar role being incorporated into the Associate Provost position.
12/11/2024	AB	Update to membership – Change of Chair from Provost to Associate Provost. Change Associate Provost position to Deputy Academic Registrar and Director (Student Administration)