

# Curriculum Committee

## Charter

This Charter sets out the functions of the Curriculum Committee, the responsibilities of its members and provides details of the Committee's membership and operations.

### Purpose

The Curriculum Committee ("the Committee") is a standing committee of the Academic Board responsible for assessing and recommending the approval of proposed new courses and all University qualifications leading to a formal award under the Australian Qualifications Framework, to the Academic Board.

### Functions

The functions of the Committee are to—

- assess and recommend new courses for approval by the Academic Board;
- review and approve amendments to existing courses which have been proposed by the Pro Vice-Chancellors and Executive Deans and Dean, Graduate Research as appropriate;
- approve, on recommendation made by the Pro Vice-Chancellor VET and Pathways and Chief Executive TAFE—
  - all additions and deletions of VET products from the University's Scope of Registration; and
  - delivery of VET products and updated VET products for third-party delivery.
- approve schedules of exemptions and credits for prior learning outcomes and/or qualifications;
- assure the quality and effectiveness of educational innovations.

To carry out its functions and duties, the Committee is authorised to:

- establish ad hoc sub-committees and working groups to address specific problems or to produce specific deliverables; and
- request from the University through the Academic Board reasonable resources to undertake its functions and duties.

Sub-committees and working parties will report to the Committee and, through the Committee, to the Academic Board.

### Responsibilities

The Committee is responsible for—

- reporting and making recommendations to the Academic Board on the effectiveness of regulation, policy and procedures relating to course approvals;

- providing advice to, or acting on, matters referred by the head of the relevant organisational area (or equivalent), by the Learning and Teaching Quality Committee, or by the Academic Board.

## Membership

The members of the Committee are—

- Chair: A nominee of the Pro Vice-Chancellor (Learning and Teaching)
- Chair, TAFE Course Approval Committee, or nominee
- Chair, Learning and Teaching Quality Committee
- Chair, Academic Board, or nominee
- Dean, Graduate Research, or nominee
- Executive Director, Global or nominee
- Dean, Quality and Accreditation, or nominee
- Chief Learner Experience Officer, or nominee
- Associate Deans, Learning and Teaching of each institute (three)
- Pro Vice-Chancellor VET and Pathways and Chief Executive, TAFE, or nominee;
- Director, Student Services and Registrar, or nominee;
- nominee of the Chief Operating Officer;
- up to four members co-opted by the Committee.

## Appointment of Chair

The Chair is appointed by resolution of the Academic Board on the recommendation of the Pro Vice-Chancellor (Learning and Teaching) for a term of up to two years and may be reappointed for additional terms, not exceeding seven years in total. Appointment as Committee Chair automatically defaults the members' appointment to the Academic Board for the term served as Chair.

The Chair has full voting rights, and in the case of an equal vote, has the casting vote.

## Election of Deputy Chair

The Committee will elect a Deputy Chair from its members via electronic ballot for a one-year calendar term. The Deputy Chair will assume the role in addition to their current position on the Committee which will not fall vacant due to their election. The Deputy Chair can be re-elected and may serve a maximum of two consecutive terms.

Co-opted members are not eligible for election as Deputy Chair.

## Role and responsibilities of committee members

Members of the Committee must—

- act in good faith, honestly and for proper purposes;
- exercise reasonable skill, appropriate care and diligence;
- avoid all conflicts of interest; and

- demonstrate the University's Living Values of inclusion, innovation, excellence, empowerment and collaboration.

## Terms of office

Ex officio members of the Committee hold office while they occupy their position in the University.

Elected staff members shall hold office not exceeding a two-year term. Elected staff members may be re-elected but cannot serve for more than six years, whether those years are consecutive or not.

Elected student members shall hold office not exceeding a one-year term. Elected student members may be re-elected but cannot serve for more than three years, whether those years are consecutive or not.

Co-opted members shall hold office not exceeding a one-year term. Co-opted members may be re-appointed but cannot serve for more than three years, whether those years are consecutive or not.

Casual vacancies in the elected membership may be filled by invitation of the Chair of the Committee in consultation with the Chair of Academic Board, in accordance with the FUA (Operations) Regulations. Any person filling a casual vacancy shall serve only the remaining period of the member they replace.

If unable to attend a meeting, only ex officio members are entitled to appoint a proxy to attend and vote on their behalf. Proxy attendees contribute to the meeting quorum.

Elections will be managed in accordance with the FUA (Operations) Regulations.

## Meetings

The Committee will meet as required, at least six (6) times per year.

The quorum for a meeting is fifty per cent (50%) of the membership.

Any member who misses three or more meetings within a calendar year will be counselled by the Chair regarding their membership options.

Circulars may be used to manage business between meetings when necessary. They are typically used for non-contentious and routine recommendations as they limit discussion.

## Reporting

The Committee must report to the Academic Board

- through a summary report from the Chair attached to the Committee minutes;
- if a significant or material matter of concern arises; and
- annually, on the performance of its functions and the achievement of its objectives.

## Approval and next review date

Approved: Academic Board 12 November 2024

Next review due: 12 November 2026