

Schedule 3 Curriculum Committee Charter



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. It is responsible for reviewing and recommending the approval of proposed new courses and of all University qualifications leading to a formal award under the AQF to the Academic Board.

Functions

All reviews undertaken and approvals made by the Committee are to be summarised in a report made to the Academic Board after each Committee meeting. Each such report is to clearly identify any issues, risks or recommendations made on any matter for consideration by Academic Board.

For the purpose of carrying 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.

The Committee is authorised to—

- assess and recommend new courses for approval by the Academic Board;
- review and approve modifications to existing courses which have been proposed by the Provost or DVC (Global and Engagement) as appropriate;
- approve, on recommendation made by the Provost—
 - 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.

The Committee may—

- report and make recommendations to the Academic Board on the effectiveness of regulation, policy and procedures relating to course approvals;
- provide advice to or act on matters referred by the relevant head of the organisational area (or equivalent), by the Learning and Teaching Quality Committee, or by the Academic Board.

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Membership

The members of the Committee are—

- Chair: A nominee of the Provost
- Chair, TAFE Course Approval Committee, or nominee
- Chair, Learning and Teaching Quality Committee
- Chair, Academic Board, or nominee
- Dean, Graduate Research, or nominee
- Dean, Global Professional School, or nominee
- Chief Learner Experience Officer or nominee
- Director Learning and Teaching of each Institute (three)
- Deputy Chief Executive TAFE, or nominee of the Provost;
- Director, Student Services and Registrar or nominee;
- nominee of the Chief Operating Officer;
- up to four members co-opted by the Committee.

The Chair has full voting rights, and in the case of an equal vote, has the casting vote. Co-opted members do not have voting rights and cannot be appointed as Deputy Chair.

Election of Deputy Chair

The Committee will elect a Deputy Chair from its members via electronic ballot at the start of the year for a one-year term. The Deputy Chair will take on the role in addition to the Deputy Chair's current position on the Committee (which position will not fall vacant due to their election).

The Deputy Chair is eligible to be re-elected and may serve a maximum of two consecutive terms.

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. Other members hold office for the term specified at the time they were co-opted or appointed.

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. Meetings are conducted in accordance with the Federation University (Operations) Regulations 2022.

Reporting

The Committee must report to the Academic Board—

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- 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.