

# Terms of Reference (Council approved) - University Academic Program Committee

## Section 1 - Overview

### University Academic Program Committee

(1) The University Academic Program Committee is established as a University Committee and is authorised to discharge some of the functions of Council.

(2) These Terms of Reference for the University Academic Program Committee prescribe the following:

- a. the members and observers of the University Academic Program Committee, and the members' method and term of appointment;
- b. the functions of the University Academic Program Committee; and
- c. other matters in connection with the University Academic Program Committee and its operation.

(3) The establishment of this committee and the delegation of powers to it are actions authorised under Section 17 of the UNE Act. The provisions of these Terms of Reference take effect as a Council Rule made under Section 29 of the UNE Act.

### Objectives

(4) The University Academic Program Committee functions as an academic governance and management advisory body to:

- a. oversee and report on the work of the University in relation to the design, development, approval, statutory compliance, standards (threshold, admissions, discipline, assessment and qualifications), monitoring, review, revision and accreditation of the University's coursework programs of study (awards);
- b. develop academic rules, policies, guidelines and procedures to assure the quality of the design, approval, admissions, compliance, monitoring and review of the University's coursework awards; and
- c. review and approve proposals for new, amended and disestablished coursework awards.

## Section 2 - University Academic Program Committee Membership

### Membership

(5) The members of the University Academic Program Committee are as follows:

- a. Chair:
  - i. Pro Vice-Chancellor (Academic Innovation) or nominee.
- b. Members:

- i. Chair of Academic Board or nominee who is a senior academic (level D or E) and an elected member of the board;
  - ii. One elected member of Academic Board, nominated by the Chair of the Academic Board;
  - iii. Chairs of School Teaching and Learning Committees, or academic nominees;
  - iv. One undergraduate Current Student who will be appointed by the Chair after consultation by the Chair with a relevant student representative body or bodies;
  - v. One postgraduate coursework Current Student who will be appointed by the Chair after consultation by the Chair with a relevant student representative body or bodies; and
  - vi. Additional members as deemed required by the Chair.
- c. Student members:
- i. The student members may be student representatives elected to Academic Board, but it is not a requirement.

## **In attendance**

(6) The University Academic Program Committee can co-opt members in order to achieve or maintain gender balance, where the membership does not include at least two women and two men. At the discretion of the Chair, the committee can also invite individuals as observers to attend regular or individual meetings, provide appropriate expertise as necessary and contribute to discussion but not to vote.

## **Appointment procedure for appointed members**

(7) Appointed members of the University Academic Program Committee are appointed when a vacancy occurs. The term of an appointed member's tenure on the committee is two years.

## **Appointments**

(8) Appointment of members will be made as per these Terms of Reference and the committee's Standing Orders.

## **Automatic vacancy by an appointed representative**

- (9) An appointed position becomes vacant automatically if:
- a. the appointed member is absent without prior leave from three consecutive University Academic Program Committee meetings; or
  - b. the appointed member loses his/her original qualification for appointment.

## **Acting ex officio members**

(10) An ex officio member of University Academic Program Committee includes a person who has been appointed on an 'acting' basis to the role.

## **Term of office**

### **Ex officio members**

(11) The ex officio members will be University Academic Program Committee members while they hold their primary office.

### **Appointed members**

(12) The term of office of an appointed member is two years. Appointed members may stand for re-appointment.

## Chair

(13) The University Academic Program Committee will be chaired by the Pro Vice-Chancellor (Academic Innovation) or their nominee.

## Gender representation objectives

(14) Gender representation shall accord with the [Gender Representation on Decision-Making and Advisory Committees Policy](#).

# Section 3 - Terms of Reference

## Functions

(15) The functions of the University Academic Program Committee are to approve, advise and make recommendations about the University's coursework awards to Academic Board, related to the following:

(16) Approval functions:

- a. Approval of new courses, major course restructures and minor course amendments, and the disestablishment of courses, subject to final approval by the Vice-Chancellor and Chief Executive Officer or Vice-Chancellor and Chief Executive Officer's delegate.

(17) Monitoring functions:

- a. Monitoring of the University's course portfolio, to assure course quality, positioning and viability, as well as internal and external compliance; and
- b. Monitoring of entry and admission standards, student cohorts and outcomes.

(18) Advisory functions:

- a. Admission, selection, entry requirements, special entry and pathways, credit and articulation, scholarships and prizes; and
- b. Academic integrity and quality aspects of partnerships and agreements (both domestic and international).

(19) Communication functions:

- a. Effective consultation and exchange of ideas between the Schools, the administrative units reporting to the Pro Vice-Chancellor (Academic Innovation), senior management and academic governance.

## Authority

(20) The University Academic Program Committee is authorised to seek data and information from the University through the Pro Vice-Chancellor (Academic Innovation) to meet the University Academic Program Committee's duties and functions.

# Section 4 - Delegations

## Delegation from the Council

(21) The University Academic Program Committee has delegated authority from the UNE Council to perform the

approval, advisory, monitoring and communication functions set out in the terms of reference above and all matters ancillary to those functions.

## **Section 5 - Conduct of University Academic Program Committee Business**

### **Reporting**

(22) The Chair of the University Academic Program Committee reports to the Vice-Chancellor and Chief Executive Officer on operational and management matters.

(23) The Chair of the University Academic Program Committee reports to the Academic Board on matters that fall within the Academic Board's functions.

### **Meetings**

(24) The University Academic Program Committee will meet at least eight times per year or otherwise as required, in order to perform its functions.

### **Business papers**

(25) Unless the Chair directs otherwise, University Academic Program Committee business papers will be distributed to members and official attendees, at least seven days prior to the meeting, or such shorter period as is practicable in the circumstances.

(26) Public disclosure of business papers, minutes and other information received by the committee should be made via the Chair or Secretary to the committee.

### **Quorum**

(27) At any meeting of the committee, one half of the voting membership plus one constitutes a quorum.

### **Use of technology**

(28) For its business papers, meetings and otherwise to conduct its business, the University Academic Program Committee and its members may use technology including telephone, video-conferencing, telepresence, email and internet as arranged by the Chair and/or Secretary to the committee.

### **Resolutions**

(29) The University Academic Program Committee may pass a resolution by 'flying minute' provided that the resolution has been approved by a simple majority of committee members at the time the resolution is made.

### **Confirmation of minutes**

(30) Draft minutes will normally be circulated to members for comment promptly after each meeting. Next the minutes (with any necessary changes) will be circulated for adoption by the University Academic Program Committee. The minutes will be finalised and adopted when they have been approved by a majority of the members that were present at the relevant meeting. Alternatively, the minutes may be included in the business papers for the next committee meeting and considered and adopted by the committee at that meeting.

## **Self-review**

(31) Once in every twelve-month period, the University Academic Program Committee shall devote at least a part of one meeting to the review of its policies, practices and procedures over the preceding twelve months.

## **Secretary to University Academic Program Committee**

(32) Information Services (Student Administration and Services) will provide secretarial and administrative support to the University Academic Program Committee.

## **Standing Orders**

(33) The Committee may make standing orders relating to the way it conducts its meetings and business generally. To the extent of any inconsistencies between these Terms of Reference and the Standing Orders, these Terms of Reference prevail.

# **Section 6 - Definitions and Interpretation**

## **Definitions**

(34) Words and phrases used in this document have the following meanings, unless the context requires otherwise:

- a. Current Student means a person who is at the time a Student and who is enrolled in one or more units;
- b. Senior Executive means the Vice-Chancellor and his/her direct reports above Director level;
- c. Student means a person who has been accepted into a course at the University and is entitled to enrol in units for the purposes of that course;
- d. UNE Act means the University of New England Act 1993 (NSW); and
- e. UNE By-law means the University of New England By-law 2005 (NSW).

## **Interpretation**

(35) This document should be interpreted using the following principles:

- a. Where University Academic Program Committee membership is defined by reference to an office held (e.g. 'Chair of Academic Board'), that office-bearer is a member ex officio and has all of the same rights and responsibilities (including voting) as other committee members whilst holding the office specified.
- b. This document does not override or otherwise affect:
  - i. the Authorities Retained by Council Rule; or
  - ii. the Functions of the Vice-Chancellor Rule.
- c. However, it operates as a delegation of certain authorities that have been retained by Council.

## **Academic Programs Committee governing documents**

(36) The existing terms of reference, constitution and any other documents governing the Academic Programs Committee at the time these new Terms of Reference are approved are replaced and have no further operation.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	17th December 2015
<b>Review Date</b>	19th January 2018
<b>Approval Authority</b>	Council
<b>Approval Date</b>	19th March 2015
<b>Expiry Date</b>	31st May 2018
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