

Terms of Reference (DVC approved) - Quality Committee

Section 1 - Overview

Establishment of the Committee

(1) The Committee is established to manage, assure and enhance academic quality in alignment with the [UNE Strategic Plan](#) and subsidiary plans, to meet the quality standards and comply with all external legislative, regulatory and where required, professional accreditation requirements.

(2) The establishment of this Committee and the delegation of powers to it are actions authorised by the Deputy Vice-Chancellor.

Section 2 - Committee membership

(3) The members of the Committee are as follows:

- a. Deputy Vice-Chancellor;
- b. Executive Principal Education Futures;
- c. Dean Faculty of Science, Agriculture, Business and Law(or nominee);
- d. Dean Faculty of Medicine and Health (or nominee);
- e. Dean Faculty of Humanities, Arts, Social Sciences and Education (or nominee);
- f. Director, Education Quality;
- g. Manager Academic Quality;
- h. Resource Manager, Office of the Provost and Deputy Vice-Chancellor;
- i. Director International;
- j. Portfolio Manager, Strategy and Performance, Office of the Pro Vice-Chancellor (Academic Innovation); and
- k. Senior Governance Officer/UNE Privacy Officer (Office of Legal and Governance).

Co-opted members

(4) The Committee may co-opt members from time to time for a specified period and purpose.

Chair

(5) The Deputy Vice-Chancellor will act as Chair. The Deputy Vice-Chancellor will elect a Chair to act in his absence, as required.

Gender representative objectives

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

Section 3 - Functions of the Committee

Functions

(7) The functions of the Committee are to:

- a. Develop, implement and monitor the Academic Quality Assurance Rule (for domestic, international and JMP students);
- b. Develop and monitor the quality planning framework;
- c. Monitor Faculty, School, Course and Unit (Award and Non-Award) reviews;
- d. Ensure non-compliance matters identified during quality audit or self-review processes are centrally reported, monitored and actioned as appropriate;
- e. Develop and monitor benchmarking initiatives; and
- f. Ensure the Quality Framework is appropriately communicated to, and applied by relevant stakeholders.

Section 4 - Authorities

(8) This Committee is established under the authority of the Deputy Vice-Chancellor, to perform the approval, advice and monitoring functions set out in these Terms of Reference, and all matters ancillary to those functions.

Section 5 - Conduct of Committee Business

Reporting

(9) The Chair of the Committee will report to the Vice-Chancellor and Chief Executive Officer on business conducted, and the Committee will provide any advice/reports to the Vice-Chancellor and Chief Executive Officer and the Vice-Chancellor's Advisory Committee, as required.

Meetings

(10) The Committee will determine the frequency of meetings based on need, but will meet at least on a monthly basis during critical times.

Business papers

(11) Unless the Chair directs otherwise, business papers will be distributed to Committee members and official attendees at least seven days prior to the meeting. Additional documents may be tabled in a shorter period as is practicable in the circumstances, with prior approval by the Chair.

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

Quorum

(13) At any meeting of the Committee, a quorum shall consist of a simple majority of the members of the Committee at the time the meeting is held.

Use of technology

(14) The Committee will use technology including telephone, video-conferencing, telepresence, email and internet as

arranged by the Chair and or Committee/Secretary, to distribute meeting papers and otherwise to conduct Committee business.

Resolutions

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

Minutes

(16) Meeting notes will be prepared by the meeting Secretary, kept to a minimum and circulated promptly following the meeting. Notes will include action all action items.

Self-Review

(17) Once every twelve month period, the Committee shall devote at least one part of one meeting to the review of its policies, practices and procedures over the preceding 12 months.

Administrative support to the Committee

(18) The Office of the Provost and Deputy Vice-Chancellor will provide a Secretary and administrative support to the Committee.

(19) The Secretary is responsible for ensuring all Committee agendas, minutes and reports are recorded in the University's corporate record keeping system (TRIM) in accordance with the University's [Records Management Rule](#).

Status and Details

Status	Current
Effective Date	13th August 2018
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Unit Head	Michael Wilmore Deputy Vice-Chancellor 02 6773 5307
Author	Todd Walker Provost and Deputy Vice-Chancellor
Enquiries Contact	Office of the Deputy Vice-Chancellor +61 2 6773 5050