

Terms of Reference (Academic Board Standing Committee approved) - COVID-19 Academic Response Team (CART)

Section 1 - Overview

Establishment

(1) The COVID-19 Academic Response Team (CART) is established as a delegated Team of the University to respond to teaching, learning and related student experience matters associated to, or arising from, the impact(s) of the Coronavirus pandemic.

Objectives

- (2) The Team's objectives are to:
- a. monitor relevant arising issues and risks related to the teaching, learning, and student experience matters of the University;
 - b. develop mitigation strategies, propose solutions and recommendations for implementation, and/or provide policy advice to the Standing Committee;
 - c. design, develop, and recommend approaches to implementation of Academic Board Standing Committee emergency response decisions
 - d. ensure oversight of strategic, internal, and student facing communications;
 - e. ensure University-wide alignment and promote cross-collaboration;
 - f. assist and advise in maintain and ensuring compliance with the Higher Education Standards Framework.

Section 2 - Membership

(3) Members of the Team as follows:

- a. Deputy Vice-Chancellor
- b. Executive Principal Education Futures
- c. Executive Principal Student Experience
- d. Faculty Associate Deans Teaching and Learning
- e. Director, Education Quality
- f. Director, UNE International
- g. Student Representative

Co-opted members

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

In Attendance

(5) At the discretion of the Chair, University members may be invited to observe and/or provide additional expertise.

(6) The following are recognised as Permanent Observers:

- a. Chair of Academic Board
- b. Associate Director, Corporate Communications and Events
- c. Head, Internal Audit

Chair

(7) The Deputy Vice-Chancellor will act as Chair. If the Deputy Vice-Chancellor is unavailable to act as Chair then the Chair will invite another member to act as Chair during the period the Chair is unavailable.

Gender representative objectives

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

Section 3 - Functions of the Team

(9) The Team's functions are to:

- a. Advise the Academic Board Standing Committee, Special Incident Group and any other body of the University as relevant;
- b. Provide competent advice on impacted areas of teaching, learning, and the student experience as a result or impact of COVID-19;
- c. Evaluate initiatives related to student support, risk mitigation strategies, and/or policy proposals for the consideration of the Standing Committee and/or Special Incident Group;
- d. Develop and monitor implementation of student support strategies and/or policy amendments/waivers; and
- e. Recommend and ensure appropriate communication to staff and students through ensure oversight of strategic, internal, and student facing communications.

Section 4 - Authorities and Delegations

(10) The Team is established under the authority of the Academic Board Standing Committee to provide the advice and monitoring functions set out in these Terms of Reference.

(11) The Team is authorised to seek information that it requires from UNE staff and students in relation to matters within the scope of these Terms of Reference.

(12) The Team does not have decision-making authority or delegation on academic governance matters outside the scope of authority retained by individual members and acts as an advisory body only.

Section 5 - Conduct of Business

Reporting

(13) The Chair of CART will report to the Academic Board Standing Committee on business conducted, and the Team

will provide any advice/reports to the Academic Board Standing Committee as required.

Meetings

(14) The Team will meet weekly or as determined by the Chair. Team Members should be given at least 7 days' notice of any meeting, or such shorter period as is practicable. Members are expected to be available on short notice, however, should be given as much notice as is practicable in the circumstances of matters arising.

Quorum

(15) A quorum shall consist of a simple majority of the Members of the Team at the time the meeting is held.

Business Papers

(16) Unless the Chair directs otherwise, Team business papers will be distributed to Members and any official attendees as required and with as much notice as is practicable in the circumstances. Any additional documents may be tabled at short notice with prior approval of the Chair.

Resolutions

(17) The Team may pass agreement by circular resolution provided that the resolution has been approved by a simple majority of the Team Members at the time the resolution is made.

Minutes

(18) Meeting minutes will be prepared by the Secretary, kept to a minimum, and circulated promptly following the meeting. Minutes will be circulated "for-comment" and "for-approval" (with any necessary changes). The minutes must be "confirmed" by a majority of Members present at the relevant meeting. Minutes may be included in the business papers for the next Team meeting and considered/confirmed at that meeting.

Disclosure of Information

(19) Disclosure of business papers, minutes and other information received by the Team should be made via the Chair or Secretary.

Self-Review

(20) Once least once every-three months, the Team shall devote at least one part of one meeting to review its procedures, practices, purpose and necessity.

Secretary to Committee

(21) The Specialist, Academic Board Secretariat and/or nominee will act as Secretary to the Team. Additional administrative support will be provided from the Office of the Deputy Vice-Chancellor.

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

Section 6 - Amendment and/or Disestablishment

(23) Amendment to these Terms of Reference will be at the discretion of the Academic Board Standing Committee.

(24) The Academic Board Standing Committee must resolve the disestablishment of the Team but may retain these Terms of Reference as required.

Status and Details

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Effective Date	5th August 2021
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