



#### Purpose

To monitor the quality of the University’s teaching and learning activities and academic program, and to advise Academic Board and the Vice-Chancellor on educational policy.

#### Responsibilities

1. To develop strategies that encourage innovation and improvement in teaching and learning.
2. To quality assure the teaching, learning and scholarly activities of faculties, disciplines, and third party providers for all courses and units through the development and monitoring of appropriate procedures and practices.
3. To consider policies, practices and approaches to teaching and learning to deliver an outstanding student experience for all, including under represented and disadvantaged groups.
4. To make recommendations to Academic Board on policies relating to the quality of courses and teaching and learning, including the learning environment (both physical and virtual).
5. To provide advice to Academic Board on the approval, monitoring, revision and reaccreditation of courses.
6. To monitor the implementation of the University’s Education Plan.
7. To advise on other matters referred to it by Academic Board and/or the Vice-Chancellor.

#### Membership

* Associate Dean (Education) from each faculty (4 members)
* Chair of Academic Board (1 member)
* Dean of Students (1 member)
* Deputy Vice-Chancellor (Education) *(Chair)* (1 member)
* Director, Student Administration & Planning or nominee (1 member)
* Director, Teaching & Learning or nominee (1 member)
* Professors who are also members of Academic Board (2 members)
* Student representative (who is a currently enrolled student of the University) (1 member)
* Vice-President (Global) or nominee (1 member)

Total number of members - 13

#### Membership Rules

* The Committee will appoint a Deputy Chair from among its members.
* Except as specified above the Committee may not make arrangements for alternates but may co-opt members with specific expertise.

#### Executive Committee

The University Education Committee (UEC) will have an Executive Committee, empowered to act executively between meetings where urgent business requires such action, and to form ad-hoc working parties on such matters as determined by the Executive Committee. Executive Committee actions and approvals must be reported to UEC at its next scheduled meeting.

#### The Executive Committee will comprise:

* Deputy Vice-Chancellor (Education) as Chair of UEC *or*, if an Acting Chair (typically the Deputy Chair) has been appointed in the absence of the Chair, then the Acting Chair.
* Any other two members of the Committee, one of whom must be an Associate Dean (Education).

#### Delegation by the Chair

The Chair may exercise the same power as the Executive Committee for agenda items normally submitted for resolution without discussion, that are considered urgent. The Chair may determine that such matters must be considered by the Executive Committee. A report on any matters considered and any decisions taken (including any consultation undertaken) must be reported to UEC at its next scheduled meeting.

#### Method of appointment to UEC

* Associate Dean (Education) from each faculty – *ex officio*
* Chair of Academic Board – *ex officio*
* Dean of Students - *ex officio*
* Deputy Vice-Chancellor (Education) - *ex officio*
* Director, Student Administration & Planning - *ex officio* or nominee
* Director, Teaching & Learning - *ex officio* or nominee
* Professors, who are also members of Academic Board - endorsed by the members of Academic Board
* Student representative - nominated by the University of Canberra Students’ Association
* Vice-President (Global) – *ex officio* or nominee

#### Period of appointment

* Where possible, nominees attending in place of an *ex officio* member should remain consistent to ensure continuity.
* The student representative should be nominated annually.
* Professors, who are also members of Academic Board, should be appointed for the duration of their Academic Board tenure, which is usually two years.

#### Secretariat arrangements

The Secretary is provided by Teaching and Learning. The Secretary will maintain minutes of meetings of the Committee and a record of reports and associated material as part of the official University records.

#### Quorum

A quorum consists of a majority of the people for the time being holding office and entitled to vote. Where there is no quorum the Committee may still meet to ensure that the work of Committee continues. Any recommendations made at such meetings must be endorsed by UEC at its next scheduled meeting where a quorum is present.

#### Schedule of meetings

Normally meets between 5-8 times per year.

The Committee should not meet unless there is sufficient business to warrant a meeting being held. Special meetings may be called if warranted.

#### Notes

The Committee may establish sub-committees to assist its work.

The Committee may establish working parties to consider specific issues. Academic Board should be advised where the Committee establishes sub-committees.

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