

## Curriculum Committee Charter

### Establishment

1. The Curriculum Committee is a governance committee established by the Academic Board under the *Academic Board Rules 2011*.

### Purpose

2. The purpose of the Curriculum Committee is to provide recommendations to Academic Board on the alignment of the academic program with University strategy, the academic quality of proposals related to courses and course components, and the compliance of proposal for courses and course components with University legislation, policy and external legislation. The Curriculum Committee will also ensure the continuous monitoring and improvement of course quality through active engagement with the course monitoring, review and improvement cycle. The Curriculum Committee may advise the Academic Board and/or the Vice-Chancellor on areas of concern.

### Authority

3. The Curriculum Committee is authorised to perform activities within the scope of responsibilities set out in this Charter and to make appropriate recommendations to the Academic Board and the Vice-Chancellor.
4. The Academic Board authorises the Curriculum Committee, within the scope of its role and responsibilities, to:
  - a. establish working groups as required to assist in the exercise of its duties;
  - b. request the attendance of any UC employee, officer of a controlled entity at Curriculum Committee meetings;
  - c. obtain any information it needs from any employee or external party (subject to their legal obligation to protect information); and
  - d. exercise such other functions as may be necessary to enable it to exercise the responsibilities specified in this Charter.

## Terms of Reference

5. The primary responsibilities of the Curriculum Committee are to:
  - a. critically scrutinise proposals and make recommendations to Academic Board with regard to the academic quality and compliance with University legislation, policy, procedures and external regulation for:
    - i. new courses, unit sets and units,
    - ii. closure of courses, unit sets and unit,
    - iii. revision of courses and unit sets, and
    - iv. reaccreditation of courses.
  - b. maintain oversight of the internal and external accreditation of courses;
  - c. provide advice on the alignment of the academic program with University strategy;
  - d. maintain oversight of continual course monitoring and improvement through the Interim Monitoring, Review and Improvement process and provide advice regarding the effectiveness of the process and associated activities;
  - e. approve new non-award courses and their closure;
  - f. advise on other matters referred by Academic Board and/or the Vice-Chancellor.

## Membership

6. The Curriculum Committee shall comprise the following members:
  - a. Pro Vice-Chancellor, Education;
  - b. Associate Dean, Education (or nominee) of each Faculty;
  - c. Deputy Director, Quality and Service Improvement (or nominee);
  - d. Deputy Director, Learning & Teaching (or nominee)
  - e. Associate Director, Operational Performance (or nominee)
  - f. Director, Student Connect (or nominee)
  - g. Academic Director, University of Canberra College
  - h. one Level D or E Academic Staff member who is also a member of the Academic Board
  - i. one Level A – C Academic Staff member who is also a member of the Academic Board
  - j. Manager, Library Services;
  - k. one postgraduate student;
  - l. one undergraduate student; and
  - m. other members as required.
7. The position of Chair will be held by the Pro Vice-Chancellor, Education. The position of Deputy Chair will be held by the Level D or E Academic Staff member who is also a member of the Academic Board.
8. The student member (6 k-l) will be appointed to the Curriculum Committee, on the endorsement of the Student Representative Council. The student member will have a one year term and may be reappointed for an additional two terms. The student member must maintain the endorsement of the Student Representative Council.
9. No one gender will hold more than 60% of the membership on the Curriculum Committee. The Board may appoint additional members as appropriate to achieve gender balance.
10. Where the Curriculum Committee appoints other members to meet a specific purpose, or to ensure gender diversity, those members will have a term not exceeding 2 years.

## Role and Responsibilities of Members

11. Members of the Curriculum Committee are expected to understand and observe the legal requirements of the *University of Canberra Act 1989*, and the University Statutes, Rules and Policies.
12. Members are also expected to:
  - a. act in the best interests of the University;
  - b. contribute sufficient time to review and understand the papers provided; and
  - c. apply analytical skills, objectivity and good judgment.

## Reporting

13. The Curriculum Committee will submit a report summarising the activities of the Curriculum Committee and the minutes of each meeting to the next meeting of the Academic Board.
14. The Curriculum Committee will submit an annual report to the Academic Board on its operation and activities, including:
  - a. a summary of the work it performed to fully discharge its responsibilities during the preceding year;
  - b. an improvement plan, where needed, and feedback on progress with previous improvement plans;
  - c. details of any outstanding business; and
  - d. details of meetings, including the number of meetings held during the relevant period and the number of meetings each member attended.
15. The Academic Board may request additional reports on the business of the Curriculum Committee as it deems necessary.
16. The Curriculum Committee may report to the Academic Board or Vice-Chancellor on any other matter it deems of sufficient importance to do so.

## Administration

### Meetings

17. The Curriculum Committee will typically meet six times per year. The agenda should be circulated to members one week in advance of the meeting date.
18. The Chair is required to call a meeting if asked to do so by the Academic Board or the Vice-Chancellor and may determine whether a meeting is required if requested by another Curriculum Committee member.
19. A Curriculum Committee Annual Plan, including meeting dates and key agenda items, will be agreed by the Curriculum Committee each year. The Annual Plan will cover all responsibilities as detailed in this Charter
20. Papers are to be submitted to the Curriculum Committee prior to the agenda close date.

21. Papers may only be accepted after the agenda close date with the approval of the Chair.

### **Quorum and Attendance**

22. A quorum consists of a majority of the people for the time being holding office as members of the Committee.

23. The Chair may approve for the whole, or any part, of a meeting of the Curriculum Committee, the attendance of:

- a. a member of the Academic Board;
- b. an employee or contractor of the University; or
- c. any external persons for the purpose of providing advice or consultation to the Curriculum Committee.

### **Induction**

24. The Chair will arrange an induction for Curriculum Committee members.

25. The Chair will provide ongoing mentoring and support for student members of the Curriculum Committee.

### **Decisions**

26. Decisions will be determined by vote or by a majority consensus, at the discretion of the Chair. A quorum must be present in order for a decision or endorsement to be made.

27. Where a vote is required, a decision of the Committee is considered valid if a majority of the members present agree to the proposed recommendation.

28. Circulating resolutions require support from 2/3 of the Curriculum Committee membership, evidenced by the members' signatures, which may include electronic signatures, or email confirmation sent from an authorised email account.

29. Once made, whether unanimously or by a majority, a decision shall be collective and communicated as a decision of the Committee.

### **Assessment and Review**

30. The Curriculum Committee will assess its performance annually with respect to the Curriculum Committee's purpose and functions.

31. The Academic Board will review the Curriculum Committee Charter on a biennial basis.