

Academic Quality and Standards Committee Charter

Establishment

1. The Academic Quality and Standards Committee is a governance committee established by the Academic Board under the *Academic Board Rules 2021*.

Purpose

2. The purpose of the Academic Quality and Standards Committee is to provide recommendations to Academic Board on institutional standards for academic quality, admissions and student outcomes; academic policy and procedure, academic risk and integrity, academic quality at educational partners and teaching innovation initiatives. The Academic Quality and Standards Committee will also be the Admissions Committee under the [University of Canberra \(Admission\) Rules 2022](#).

The Academic Quality and Standards Committee may advise the Academic Board and/or the Vice-Chancellor on areas of concern.

Authority

3. The Academic Quality and Standards 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 Academic Quality and Standards Committee, within the scope of its role and responsibilities, to:
 - a. establish working groups to assist in the exercise of its duties;
 - b. request the attendance of any UC employee or officer of a controlled entity at Academic Quality and Standards 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 Academic Quality and Standards Committee are to:
 - a. approve, amend and revoke academic procedures;
 - b. make recommendations to Academic Board on academic policies;
 - c. approve the unit outline template;
 - d. make recommendations to Academic Board on amendments to the University's admission requirements (non-course specific);
 - e. admit an applicant to a course or withdraw an offer including admission after misconduct;
 - f. approve exceptions to credit procedures;
 - g. approve variation to course requirements that do not comply with policy;
 - h. provide competent advice regarding:
 - i. institutional standards for course and teaching quality;
 - ii. admission standards and their ongoing suitability;
 - iii. academic quality and student outcomes;
 - iv. the effectiveness of processes, structures, responsibilities that support the academic activity; and
 - v. compliance with the academic aspects of external legislation;
 - i. make recommendations to Academic Board on the effectiveness of and compliance with academic policies and procedures
 - j. monitor, make recommendations and assess the outcomes of improvement actions for:
 - i. academic quality and student performance and satisfaction indicators for coursework courses;
 - ii. existing and emerging academic risk and academic integrity issues; and
 - iii. third-party partnership academic quality matters;
 - k. critically evaluate and make recommendations on:
 - i. teaching innovation initiatives;
 - ii. sector trends and development related to teaching, learning and other academic quality matters; and
 - l. advise on other matters referred by Academic Board and/or the Vice-Chancellor.

Membership

6. The Academic Quality and Standards Committee shall comprise the following members:
 - a. Deputy Vice-Chancellor, Academic;
 - b. Chair, Academic Board;
 - c. Pro Vice-Chancellors;
 - d. Associate Dean, Education (or nominee) from each Faculty
 - e. Associate Director, Quality Assurance;
 - f. Director, Student Life;
 - g. Director, Student Connect;
 - h. Director, Learning and Teaching;
 - i. Director, Future Students;
 - j. Deputy Director, Educational Partnerships;
 - k. one Level D or E Academic Staff member who is also a member of the Academic Board
 - l. one Level A – C Academic Staff member who is also a member of the Academic Board

- m. one HDR student
 - n. one postgraduate coursework student;
 - o. one undergraduate coursework student; and
 - p. other members as required.
7. The position of Chair will be held by the Deputy Vice-Chancellor, Academic. The position of Deputy Chair will be held by the Pro Vice-Chancellor, Education.
 8. The student members (6(m)(n)(o)) will be appointed to the Academic Quality and Standards Committee, on the endorsement of the Student Representative Council. The student members will be appointed for a one-year term and may be reappointed for an additional two terms. The student members must maintain the endorsement of the Student Representative Council.
 9. No one gender will hold more than 60% of the membership on the Committee. The Academic Quality and Standards Committee may appoint additional members as appropriate to achieve gender balance.
 10. Where the Academic Quality and Standards Committee appoints other members to meet a specific purpose, or to ensure diversity, those members will have a term not exceeding 2 years.

Role and Responsibilities of Members

11. Members of the Academic Quality and Standards 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 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 Academic Quality and Standards Committee will submit a report summarising the significant activities of the Academic Quality and Standards Committee and the minutes of each meeting to the next meeting of the Academic Board.
14. The Academic Quality and Standards 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 Academic Quality and Standards Committee as it deems necessary.

16. The Academic Quality and Standards Committee may report to the Academic Board or Vice-Chancellor on any matter it deems of sufficient importance to do so.

Administration

Meetings

17. The Academic Quality and Standards Committee will typically meet at least 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 Academic Quality and Standards Committee member.
19. The Academic Quality and Standards Committee Annual Workplan, including meeting dates and key agenda items, will be agreed by the Academic Quality and Standards Committee each year. The Annual Workplan will cover all responsibilities as detailed in this Charter
20. Papers are to be submitted to the Academic Quality and Standards 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 members for the time being holding office of the Committee.
23. The Chair may approve for the whole, or any part, of a meeting of the Academic Quality and Standards 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 Academic Quality and Standards Committee.

Induction

24. The Chair will arrange an induction for Academic Quality and Standards Committee members.
25. The Chair will provide ongoing mentoring and support for student members of the Academic Quality and Standards 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 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 two-thirds of the Academic Quality and Standards 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 Academic Quality and Standards Committee will assess its performance annually with respect to the Academic Quality and Standards Committee's purpose and functions.
31. The Academic Board will review the Academic Quality and Standards Committee Charter on a biennial basis.

DOCUMENT CONTROL

VERSION	DATE	AUTHOR	RATIONALE
0.1	24/11/2021	C Venning	Approved Charter
0.2	9/03/2023	A Butler	Corrections, update to membership and clarification of TOR.
0.3	19/06/2023	M Muskat	Update to membership 6(h).