

## CURRICULUM COMMITTEE CHARTER

### Establishment

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

### Purpose

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

### 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 or 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 units,

- 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 and values;
  - d. maintain oversight of continual course monitoring and improvement through the Monitoring, Review and Improvement (MRI) process and provide advice regarding the effectiveness of the process and associated activities;
  - e. approve new non-award courses and their revision, suspension and closure (with the exception of University of Canberra International Foundations Studies (100CC), which is subject to Academic Board approval, following endorsement by Curriculum Committee); and
  - 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. Director Education and Student Experience;
  - b. Associate Dean, Education (or nominee) of each Faculty;
  - c. Associate Director, Institutional Quality Assurance (or nominee);
  - d. Associate Director, Global Admissions (or nominee);
  - e. Director, Student Connect (or nominee);
  - f. Associate Director, Library and Learner Experience (or nominee);
  - g. one Level D or E Academic Staff member who is also a member of the Academic Board;
  - h. one Level A – C Academic Staff member who is also a member of the Academic Board;
  - i. one postgraduate student;
  - j. one undergraduate student; and
  - k. other members as required.
7. Nominee positions are by formal arrangement with the Executive Dean or Director of each area. The nominees must be of an appropriate level to make an informed contribution to the agenda. It is expected teaching arrangements are made around Committee meeting dates where feasible to support academic member attendance.
8. The position of Chair will be held by the Director Education and Student Experience. 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.
9. The student members (6 i-j) will be appointed to the Curriculum 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.
10. The Committee may appoint additional members as reasonably necessary to ensure diverse representation, consistent with the University's broader diversity initiatives, including but not

limited to ensuring that no one gender will hold more than 60% of the Committee's membership (gender being self-identified and non-binary members not recorded as either male or female in the calculation of committee gender balance).

11. Where the Curriculum 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

12. 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.

13. 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.

## Removal of members

14. The Board may remove a non ex-officio member from office by resolution passed by two thirds of the members of the Board if the non ex-officio member fails to:

- a. comply with a duty under as identified in clause 12 and 13; or
- b. attend more than three consecutive meetings of Board without an approved leave of absence.

## Reporting

15. 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.

16. 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.

17. The Academic Board may request additional reports on the business of the Curriculum Committee as it deems necessary.

18. The Curriculum Committee may report to the Academic Board or Vice-Chancellor on any matter it deems of sufficient importance to do so.

## Administration

### Meetings

19. 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.
20. 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.
21. The Curriculum Committee Annual Workplan, including meeting dates and key agenda items, will be agreed by the Curriculum Committee each year. The Annual Workplan will cover all responsibilities as detailed in this Charter.
22. Papers must be submitted to the Curriculum Committee prior to the agenda close date unless approved otherwise by the Chair.

### **Quorum and Attendance**

23. A quorum consists of a majority of the members for the time being holding office of the Committee.
24. 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**

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

### **Decisions**

27. 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.
28. 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.
29. Circulating resolutions require support from two-thirds of the Curriculum Committee membership, evidenced by the members' signatures, which may include electronic signatures, or email confirmation sent from an authorised email account.
30. Once made, whether unanimously or by a majority, a decision shall be collective and communicated as a decision of the Committee.

### **Assessment and Review**

31. The Curriculum Committee will assess its performance annually with respect to the Curriculum Committee's purpose and functions.
32. The Academic Board will review the Curriculum Committee Charter on a biennial basis.

## DOCUMENT CONTROL

<b>VERSION</b>	<b>DATE</b>	<b>AUTHOR</b>	<b>RATIONALE</b>
<b>0.1</b>	24/11/2021	C Venning	Approved Charter
<b>0.2</b>	13/04/2023	A Butler	Alignment and correction of membership; Alternate diversity clause, as endorsed by AQSC
<b>0.3</b>	4/12/2024	Z Toole	Alignment of membership, administrative updates
<b>0.4</b>		Z Toole	Biannual review. Change of membership (including update of ex officio titles following organisational restructure), review of responsibilities, exception to non-award approvals for University of Canberra International Foundation Studies (100CC), and additional clause for removal of members.