Faculty Courses and Units Sub-Committee Charter

Establishment

(1) The Courses and Units Sub-Committee is a governance committee established by the Academic Board under the *University of Canberra (Academic Board) Rules 2026* (**Academic Board Rules**).

(2) The Academic Board will establish for each Faculty, a Courses and Units Sub-Committee.

(3) The Courses and Units Sub-Committee will operate as a sub-committee of each respective Faculty Board.

(4) .

Purpose

(5) The purpose of the Courses and Units Sub-Committee is to:

a. provide quality assurance through academic scrutiny to all curriculum submissions, including the reaccreditation cases, in line with University legislation, policy and external legislation;

b. ensure continuous monitoring and improvement of course quality through active engagement with the course monitoring, review and improvement cycle;

c. ensure the alignment of the academic program with the Faculty and University strategy; and

d. recommend proposals to Faculty Board for consideration, approval and/or endorsement within the scope of its purpose, authority and responsibility.

Authority

(6) The Courses and Units Sub-Committee is authorised to perform activities within the scope of responsibilities set out in this Charter and to make appropriate recommendations to the Faculty Board.

(7) The Courses and Units Sub-Committee, acting within the scope of its Terms of Reference set out in this Charter, may:

a. establish working groups as required to assist in the exercise of its scope of responsibility;

b. request the attendance of any UC employee, or officer of a controlled entity at Courses and Units Sub-Committee Board 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

(8) The primary responsibilities of the Courses and Units Sub-Committee are to:

a. Review and scrutinise curriculum proposals and make recommendations to Faculty Board with regard to the academic quality and compliance with University legislation, policy, procedures, external regulations and Faculty guidelines for:

i. new courses, unit sets and units;

ii. suspension and/or closure of courses, unit sets and units;

iii. revision of courses, unit sets and units;

iv. reaccreditation of courses;

v. microcredentials; and

vi. short courses.

b. Review and scrutinise the internal accreditation proposals for Faculty courses;

c. Oversee and monitor the external accreditation requirements, process and submissions for Faculty courses, where applicable;

d. Review and scrutinise the course monitoring, review and improvement activities of the Faculty;

e. Review and provide advice to Faculty Board on the alignment of the academic program with the Faculty and University strategies, priorities and values;

f. Contribute to the development and continuous improvements of protocols, guidelines and principles that support curriculum quality, academic standards and the effective operations and decisions of the Courses and Units Sub-Committee;

g. Provide constructive feedback and advice to schools and disciplines to support the quality and continuous improvement of curriculum proposals and related documentation submitted through the Courses and Units Sub-Committee review process; and

h. Provide advice and recommendations on other matters referred by the Faculty Board, Executive Dean, Curriculum Committee or Academic Board.

Membership

(9) The Courses and Units Sub-Committee shall comprise the following members:

a. Chair, Associate Dean Education – ex officio;

b. Education Manager - ex officio;

c. Up to two Senior Education Advisors – ex officio;

d. Director Innovation and Integrity – ex officio (one only);

e. Educational Quality Business Partner, Learning and Teaching – ex officio

f. Associate Dean Indigenous (Learning and Teaching) or delegate;

g. One Head of School representing the Faculty – ex officio;

h. Up to two academic staff members from each School within the Faculty (as determined by the sub-committee Chair); and

i. Other members as required (as determined by the Chair).

(10) The position of Chair will be held by the Associate Dean Education of the Faculty.

(11) A Deputy Chair will be appointed from the membership. The Deputy Chair can be either an ex officio member or appointed representative.

(12) Other than ex officio members, Courses and Units Sub-Committee members will serve a two-year term. Other members appointed to the Courses and Units Sub-Committee under 7(i) will be appointed for a one-year term and may be reappointed. Non ex officio members may be re-appointed for two additional terms.

(13) No one gender will hold a majority of the Sub-Committee's membership. The Sub-Committee may appoint additional members to achieve the gender balance. Members appointed to achieve gender balance will be appointed for a one year-term and may be reappointed.

Role and Responsibilities of Members

(14) Members of the Courses and Units Sub-Committee are expected to:

a. understand and observe the legal requirements of the University of Canberra Act 1989 (ACT), the University Statutes, Rules and Policies and the Faculty Board Charter;

b. act in the best interests of the Faculty and University;

c. contribute sufficient time to review and understand the papers provided;

d. apply analytical skills, quality assurance, objectivity and good judgment; and

e. maintain currency of mandatory training.

Reporting

(15) The Courses and Units Sub-Committee will submit the papers associated with item5, and minutes of each meeting to the following meeting of the Faculty Board.

(16) Unconfirmed minutes will be circulated to sub-committee members following approval by the Chair.

(17) The Courses and Units Sub-Committee will submit an annual report to the Faculty Board at the requested date and time of the Faculty 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.

(18) The Faculty Board may request additional reports on the business of the Courses and Units Sub-Committee as it deems necessary.

(19) The Courses and Units Sub-Committee may report to the Faculty Board, Executive Dean or Academic Board on any other matter it deems of sufficient importance to do so.

Administration

Meetings

(20) The Courses and Units Sub-Committee will meet at least six times per year on dates determined by the Courses and Units Sub-committee, unless otherwise agreed by the Chair.

(21) The Chair is required to call a meeting if asked to do so by the Faculty Board, Faculty Executive or Curriculum Committee, within a reasonable timeframe, considering the urgency of the matter to the Faculty Board or Curriculum Committee. The Chair may also determine whether a meeting is required at the request of another Faculty Board member.

(22) A Courses and Units Sub-committee Annual Workplan, including meeting dates and key agenda items, and list of course and unit activities as listed under 5(a) will be endorsed by the Courses and Units Sub-Committee and approved by Faculty Board each year. The Annual Workplan will cover all responsibilities as detailed in this Charter.

(23) Papers are to be submitted to the Courses and Units Sub-Committee prior to the agenda close date, which is normally 10 working days prior to the meeting.

(24) Papers may only be accepted after the agenda close date with the approval of the Chair.

(25) Members will receive the papers no less than than 5 working days prior to the meeting.

Quorum and Attendance

(26) A quorum consists of a majority of people holding office as members of the Courses and Units Sub-Committee being present at the meeting.

(27) The Chair may approve for the whole, or any part, of a meeting, the attendance of:

a. a member of the Faculty Board;

b. an employee or contractor of the University;

c. any external persons for the purpose of providing advice or consultation to the Courses and Units Sub-Committee; or

d. other non-members on a case-by-case basis.

(28) A non ex officio member who is absent from three consecutive meetings, without a leave of absence being granted by the Chair, will be deemed to have vacated their position, creating a casual vacancy.

(29) Ordinarily, a leave of absence will not extend beyond 12 months.

Appointment of Members

(30) Non-ex officio members will be asked to submit an expression of interest outlining the reasons why they would like to be a member of the Courses and Units Sub-Committee. Staff submitting expressions of interest will have completed the required mandatory training and received support from their Head of School. The Chair, Deputy Chair and another member of the Courses and Units Sub-Committee

will review the expressions of interest and appoint according to the needs of the Sub-Committee.

Induction

(31) The Faculty Board Chair and the Courses and Units Sub-committee Chair will arrange an induction for Courses and Units Sub-Committee members. The induction will be undertaken in line with clause 37 of the Faculty Board Charter.

(32) The Courses and Units Sub-committee Chair will provide ongoing mentoring and support for student members of the Courses and Units Sub-Committee.

Decisions

(33) 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.

(34) Where a vote is required, a decision of the Courses and Units Sub-Committee is considered valid if a majority of the members present agree to the proposed recommendation.

(35) Circulating resolutions require support from 2/3 of the Courses and Units Sub-Committee membership, evidenced by the members' signatures, which may include electronic signatures, or email confirmation sent from an authorised email account.

(36) Once made, whether unanimously or by a majority, a decision shall be collective and communicated as a decision of the Courses and Units Sub-Committee.

Assessment and Review

(37) The Courses and Units Sub-Committee will assess its performance annually with respect to the Courses and Units Sub-committee's purpose and functions.

(38) The Academic Board and Faculty Board will review the Courses and Units Sub-Committee Charter on a biennial basis.

Document control

Version	Date	Author	Rationale
0.1	28/10/26	R.Szabo	New Charter