

**VICTORIA
UNIVERSITY**

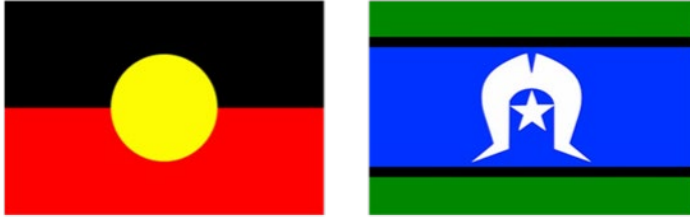
COURSES COMMITTEE

Terms of Reference

Governance and Secretariat

20 May 2024
Version 1.0

Acknowledgement of Country



Victoria University acknowledges, recognises and respects the Ancestors, Elders and families of the Bunurong/Boonwurrung, Wadawurrung and Wurundjeri/Woiwurrung of the Kulin who are the traditional owners of University land in Victoria, the Gadigal and Guring-gai of the Eora Nation who are the traditional owners of University land in Sydney, and the Yulara/YUgarapul people and Turrbal people living in Meanjin (Brisbane).

Contents

Acknowledgement of Country	2
1. Establishment	4
2. Rationale	4
3. Terms of Reference	4
4. Meetings	8
5. Reporting	8

1. Establishment

This committee was established as a standing committee of the Academic Board on 5 November 2014 [Resolution 6-11-2014] in accordance with Academic Board Regulations.

2. Rationale

The Courses Committee is responsible for the quality assurance of the University's qualifications and certification, course design, course approval and curriculum review and renewal.

3. Terms of Reference

3.1 Will advise and make recommendations to the Academic Board on:

- a) the assurance that all new courses being recommended for approval are educationally sound in relation to the AQF and other external standards and that they meet relevant VU policy requirements, educational goals and standards;
- b) revisions to existing courses, applications for reaccreditation and confirm that the revisions maintain the integrity of the course;
- c) applications to cease the offering of courses and accompanying student transitional arrangements including teach out plans relating to course changes;
- d) matters arising from the Annual Course Monitoring, the Comprehensive Course Reviews and other such benchmarking as might arise;
- e) the development of mechanisms for the identification and dissemination of good practice in curriculum and assessment design in the University; &
- f) any developments in academic quality standards, measures and practices and related educational and training innovations in course design.

3.2 Will monitor and make recommendations to the Academic Board on the following aspects related to:

- a) compliance with, or gaps in, University regulations, policies and procedures related to the quality assurance of courses;
- b) the details of professional accreditation reports, responses and implementation plans presented by the DVC Higher Education and DVC Vocational Education;
- c) academic standards, quality assurance outcomes related to assessment and course design against internal and external standards, quality indicators and benchmarks on all campuses and third party and partner locations. [Governance, Academic and Student Affairs Statute 2013 (GASA) s 9(2)(b)(i) and 9(2)(b)(vi)];
- d) reports on external and internal benchmarking related to assessment, course

development and design and other quality measures;

- e) the effectiveness of academic regulations, policies, procedures and practices in relation to course approvals and the University's compliance with external regulations and standards; &
- f) the priorities and working manner of the Committee, including its annual reports and any proposals to amend these Terms of Reference that may arise from time to time.

3.3 To provide oversight of the University's courses and assessment in relation to the following external regulations and standards:

- HESF domains 1.2 Orientation and Progression, 1.4 Learning and Assessment and 1.5 Qualifications and Certification of the Higher Education Standards Framework (Threshold Standards) 2021;
- HESF domains 3.1 Course Design and 3.2 Teaching Staff of the Higher Education Standards Framework (Threshold Standards) 2021;
- HESF domain 4.2 Research Training of the Higher Education Standards Framework (Threshold Standards) 2021;
- HESF domains 5.1 Course Approval and Accreditation, 5.3 Monitoring, Review and Assessment and 5.4 Delivery with other Parties of the Higher Education Standards Framework (Threshold Standards) 2021;
- HESF domain 6.3 Academic Governance of the Higher Education Standards Framework (Threshold Standards) 2021;
- Standard 1: The RTO's training and assessment strategies practices are responsive to industry and learner needs and meet the requirements of training packages and VET accredited courses from Standards for Registered Training Organisations (RTOs) 2015;
- Standard 2 The operations of the RTO are quality assured from Standards for Registered Training Organisations (RTOs) 2015;

Standard 3, The RTO issues, maintains and accepts AQF certification documentation in accordance with these Standards and provides access to learner records from Standards for Registered Training Organisations (RTOs) 2015;

- Standards 1, 2, and 3 from the VRQA AQTP Standards

3.4 Will respond to any matters referred to it by the Academic Board.

3.5 Categories of membership

Category	Role/Descriptor
A	One person elected as Chair from the elected members of the Academic Board
Ex Officio	
B	Chair of Academic Board
C	Chair of the Learning and Teaching Quality Committee
D	Director of Academic Quality and Standards
Two members from each College with leadership responsibilities for teaching and learning (appointed by Executive Dean or equivalent)	
E	College of Arts, Business, Law, Education & IT
	College of Sport, Health and Engineering
	First Year College
	VU TAFE
Teaching and Research Staff (appointed by relevant Senior Officer from):	
F	Research and Impact
	Moondani Balluk
	TNE/Partnerships
	VU Online
Co-opted members (maximum of three)	
G	

3.6 Chairperson

In accordance with Part 9, Section 3 and 4 of the Academic Board Regulations 2021, the Academic Board will elect a chair for the Courses Committee from amongst the members of the Academic Board for a period of two years.

3.7 Deputy Chairperson

The Deputy Chair is normally appointed by the Committee from among academic members of the Committee. In the absence of the Chair, the Deputy Chair will assume the same rights and responsibilities accorded to the Chair, including attendance at Academic Board meetings to speak to the Report of the Committee.

In accordance with Part 9, Section 5 of the Academic Board Regulations 2021, the Deputy Chair is elected by the Courses Committee from among academic members of the Committee. In the absence of the Chair, the Deputy Chair will assume the same rights and responsibilities accorded to the Chair, including attendance at Academic Board meetings to speak to the Report of the Courses Committee.

The Deputy Chair will be elected for a period of two years.

3.8 Proxy

Each member of the Courses Committee may nominate a proxy and such proxy may attend a meeting of the Courses Committee provided that:

1. Such proxy is not a current proxy of any other member; and
2. The proxy is within the same elected category and sub-category as the nominating member

3.9 Observers

An Observer may attend a meeting of the Courses Committee with the approval of the Chair. Observers may speak at a meeting only at the invitation of the Chair.

Staff and students of the University may request permission to be present as observers for consideration of a particular item. Such requests are to be submitted to the Courses Committee Secretary at least three calendar working days prior to the meeting. Attendance will be at the invitation of the Chair.

4. Meetings

4.1 Frequency of Meetings

The Committee will meet at least eleven times per year.

4.2 Quorum and decision making

A quorum for a meeting of the Committee will be half of the current members (including proxies) plus one (in accordance with Part 6 – Meetings, s46 (b) Academic Board Regulations 2021).

Meetings shall not proceed if a quorum is not present within half an hour after the appointed commencement time of the meeting.

A member must not participate in discussion or voting on any matter in respect of which there is an actual, perceived or potential conflict of interest. Such a conflict must be recorded in the minutes of the Committee.

4.3 Agenda

The agenda for each meeting will be prepared by the Courses Committee Secretary for approval by the Chair. The agenda will generally be provided to members of the Committee at least 7 days in advance of the meeting.

Submissions will be starred if discussion is required for an item. All members will have an opportunity to star an item at the commencement of a meeting. The recommendations for all unstarred items will be accepted at this time.

4.4 Minutes

The Chair (or Acting Chair) shall clear the minutes of each meeting and they will be confirmed by the Committee at the next scheduled meeting.

5. Reporting

Following each meeting, The Chair shall submit a report to the next meeting of the Academic Board.

Original Academic Board Approval Date

Wednesday 1 December 2021.

Modification History

Date	Approval	Details
Courses Committee 01/2022 (# 91) 27 January 2022	Academic Board 2 March 2022	Academic Board Resolution 19-85-2022: Courses Committee – Revised Terms Of Reference
6 November 2024	Academic Board	Resolution AB 21-109-2024: Courses Committee Terms of Reference Academic Board noted and approved the amendments to the Courses Committee Terms of Reference.