

**VICTORIA UNIVERSITY**  
**COURSES COMMITTEE**

**TERMS OF REFERENCE**

**Establishment**

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

**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.

**Terms of Reference**

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.
  
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. 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 AQTF Standards](#)
4. Will respond to any matters referred to it by the Academic Board.

## Reporting

The Committee will report to the Academic Board after each meeting.

## Quorum

A quorum for a meeting of the Committee will be half of the current members (including proxies) plus one.

## Deputy Chair

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.

## Frequency of meetings

The Committee will meet twelve times per year.

## Original Academic Board Approval Date

Wednesday 1 December 2021

<b>Modification History Date</b>	<b>Approval</b>	<b>Details</b>
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