

Academic Planning and Courses Approvals Committee

1. Role

Senate's Academic Planning and Courses Approvals Committee assists the Senate by providing advice with respect to the development and review of the University's and The College's academic program profile, and making recommendations to Senate in respect of proposals for new and amended academic courses, specialisations and units, and new and amended course articulation pathways agreements with other institutions.

2. Terms of Reference

Provide advice and comment to Academic Senate, supporting it by undertaking the following tasks.

- a. Provide advice to Senate with respect to development and review of the University's academic program profile, including cross-school and University Research Institute collaborations.
- b. Make recommendations to Senate regarding proposals for new and amended undergraduate and postgraduate courses and specialisations (e.g. majors and sub-majors) and proposals for new and amended articulation arrangements.
- c. Advise Senate about the University's compliance with the Higher Education Standards Framework and Australian Qualifications Framework.
- d. Approve, on behalf of Senate, proposals for new undergraduate and postgraduate coursework units.
- e. When appropriate, refer proposals back to the relevant School(s) for amendment and resubmission.
- f. Periodically monitor the academic profile of units in courses.
- g. Review and audit documentation for courses, specialisations, units and articulation pathways and advise Schools about quality and good practice for curriculum documents.
- h. Ensure that proposals for articulation arrangements are consistent with the University's advanced standing policies and precedents.
- i. Consider any relevant matters referred to it by the Academic Senate or by the Chair of Senate, or by School committees.

3. Membership

Membership is as follows:

- a. Deputy Vice-Chancellor and Vice-President (Academic), (Chair);
- b. Chair of Academic Senate, or nominee;
- c. Deputy Chair of Academic Senate, or nominee;

- d. Pro Vice-Chancellor (Learning Transformations);
- e. Pro Vice-Chancellor (Digital Futures);
- f. Executive Director, Quality and Performance;
- g. Pro Vice-Chancellor (International);
- h. One Dean of a School, chosen by the Chair in consultation with the Chair of Academic Senate;
- i. Dean, The College, or nominee;
- j. Dean, Graduate Research School, or nominee;
- k. A Deputy Dean or nominee (nominated by the Dean) of each School;
- l. Director, Student Administration or nominee;
- m. University Librarian, or nominee;
- n. One undergraduate student, elected by and from the undergraduate students of the University;
- o. One postgraduate student, elected by and from the postgraduate students of the University; and
- p. Up to two elected members of Academic Senate, chosen by the Senate Executive Committee in consultation with the Chair of APCAC, to achieve gender balance and/or provide appropriate expertise.

The Chair of APCAC may appoint a member of APCAC as its Deputy Chair.

Approved by Academic Senate: 26 October 2012

Minor amendments approved: 30 May 2013

Updated membership approved: 13 February 2015

Updated membership approved: 8 May 2015 Senate Executive Committee

Updated membership approved: 4 December 2015

Updated membership approved: 17 June 2016

Updated membership approved: 12 August 2016

Updated membership approved: 21 April 2017

Updated membership approved: 8 December 2017

Updated membership approved: 23 February 2018