



## **Academic Planning and Curriculum Approvals Committee**

### **1. Role**

Senate's Academic Planning and Curriculum Approvals Committee assists the Senate by providing advice with respect to the development and review of the University's academic program profile, and approving or making recommendations to Senate in respect of proposals for new and amended curriculum and new and amended articulation pathways with other institutions, consistent with approved delegations.

### **2. Terms of Reference**

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

- 2.1 Provide advice to Academic Senate with respect to development and review of the University's academic program profile, including cross-school and University Research Institute collaborations.
- 2.2 Make recommendations to Senate regarding proposals for new undergraduate and postgraduate coursework programs.
- 2.3 Monitor the review and evaluation of the University's admissions criteria and admissions related policies and procedures.
- 2.4 Make recommendations to Senate regarding the discontinuation of programs on advice from School Academic Committee in line with policy.
- 2.5 Make recommendations to Senate on advice from School Academic Committees regarding transition arrangements for programs.
- 2.6 Approve, on behalf of Academic Senate, proposals for amended undergraduate and postgraduate coursework programs and for new or amended majors, minors and articulation pathways.
- 2.7 Advise Academic Senate about the University's compliance with the Higher Education Standards Framework and Australian Qualifications Framework with respect to curriculum approval and monitoring.
- 2.8 Approve, on behalf of Academic Senate, proposals for new undergraduate and postgraduate coursework subjects.
- 2.9 When appropriate, refer proposals back to the relevant School(s) for amendment and resubmission.
- 2.10 Monitor the complementary nature of the academic profile of the subjects in programs across the University.
- 2.11 Review and audit documentation for programs, fields of study, subjects and articulation pathways and advise Schools about quality and good practice for curriculum documents.
- 2.12 Ensure that proposals for articulation pathways agreements are consistent with the University's Articulation Pathways Policy.
- 2.13 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, (Deputy Chair)
- c. Pro Vice-Chancellor, Educational Partnerships and Quality
- d. Pro Vice-Chancellor, International
- e. Dean, Graduate Studies and Researcher Development, or nominee
- f. Chief Executive Officer, The College, or nominee
- g. Deputy Dean from each School
- h. Director of Indigenous Learning and Teaching
- i. Executive Director, Library Services, or nominee
- j. Director, Education Quality & Policy
- k. Director, Data Integrity, Quality and Operations
- l. One undergraduate student, elected by and from the undergraduate students of the University
- m. One postgraduate student, elected by and from the postgraduate students of the University
- n. 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 individuals to be chosen from the elected membership of Academic Senate.

### **4. Chairing of Meetings**

The meeting is Chaired by the Deputy Vice-Chancellor and Vice-President, Academic. In their absence, the Deputy Chair will preside.

### **5. Meeting Frequency**

The Academic Planning and Curriculum Approvals Committee will meet monthly as required. E-meetings may be scheduled at the discretion of the Chair to consider urgent matters.

### **6. Quorum**

Quorum is one-half (or if one-half is not a whole number, the whole number next higher than one-half) of the total number of members for the time being of the Committee.

If a quorum is not present within 30 minutes of the stated commencement time, the meeting shall automatically lapse and the business on the agenda shall be included in the agenda for the next meeting.

**Approved at the Senate Executive Committee e-meeting on 18 July 2022.**