



Microcredential Management Committee (MMC)

1. Role

The Microcredential Management Committee (MMC) provides high-level oversight to manage the development pipeline and curation of the University's suite of WesternX Microcredentials (MCs), including approval and quality assurance.

It is a sub-committee of the Academic Planning and Curriculum Approvals Committee (APCAC) of Academic Senate which facilitates the role of microcredentials in complementing academic programs. Its membership ensures focused operational input and business intelligence from relevant Divisional units, to prioritise support for efficiently building and deploying WesternX Microcredentials with regular reporting to Senate, Schools and management committees. The Committee has expert support for its deliberations from the WesternX team.

2. Terms of Reference

The MMC:

1. In accordance with the [Microcredential Procedures](#), approves or endorses Microcredential Concept and Variation Proposals, and where appropriate gives advice to MC Proposers regarding the approval processes and criteria.
2. Supported by the WesternX team, members monitor Microcredential operations within the university, external Microcredential contexts and opportunities and provide feedback and advice to Microcredential proposers on matters including but not limited to:
 - a. Market intelligence
 - b. Policy implications
 - c. Strategic opportunities
 - d. Quality assurance.
3. Monitors and evaluates the performance of Microcredentials and, where necessary, recommends the amendment or retirement of Microcredentials. Evaluation includes:
 - a. The product mix and strategic alignment of Microcredentials on WesternX
 - b. The learner load in Microcredentials on WesternX
 - c. The Industry and Community educational Microcredentials partnerships
 - d. The learner experience, success and outcomes from WesternX Microcredentials.
4. Provides strategic advice on matters referred to it by the Senior Executive.



5. Liaises with key stakeholders inside and outside the University to ensure continuing strategic, operational, and policy alignment of Microcredentials across the University.
6. Provides regular reports to, and receives feedback from, relevant bodies across the University, including but not limited to:
 - a. Quarterly summary reports to Executive Committee, APCAC, BIDC, and Cluster Boards
 - b. Annual report to the Academic Senate

3. Membership

- a. Deputy Vice Chancellor & Vice President Academic – (Chair)
- b. Pro Vice-Chancellor, Learning Futures – (Deputy Chair)
- c. Executive Director, Education Innovation
- d. Executive Director, Enterprise (Research, Enterprise and International)
- e. Chief Executive Officer, The College
- f. Director, Financial Performance & Partnerships
- g. Director, International Strategy, Mobility and Operations (or nominee)
- h. Director, Marketing
- i. Senior Manager, Curriculum Data Quality
- j. Deputy Dean as nominated from the membership of APCAC
- k. WesternX Program Manager

Other attendees may be invited as needed at the discretion of the Chair.

4. Communication & Accountability

Task	MC Proposer	WesternX	MMC	Dean	Cluster PVC	SAC	APCAC	BIDC	Academic Senate
MC Expression of Interest	A/R	R							
Individual MC Concept Proposal	A/R	R	A	A/R					
All MC Concept Proposals	A/R	R	A	I/C	I/C		I		
Credit-bearing MC	A/R	I/C	I/C	A/R		A/R	A		
Quarterly Report	R	R	A		I		I	I	
Annual Report	R	R	A		I				I

R - responsible, A - accountable, C - consulted, I - informed



5. Chairing of Meetings

The Deputy Vice Chancellor & Vice President Academic will chair the meetings. In their absence, the Deputy Chair will preside.

6. Frequency of Meetings

The MMC will meet monthly or as required depending on the volume of MC concept proposals. E-meetings may be scheduled at the discretion of the Chair to consider urgent matters.

7. Quorum

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

If a quorum is not present within 15 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 by Academic Senate on 16 June 2023.