



School Academic Committees

1. Role

The School Academic Committees (SAC) are standing committees of Academic Senate that report to Senate and provide advice to its other standing committees. They monitor and assure the academic quality of the School's curriculum, approve academic results for coursework subjects, authorise the conferral of coursework degrees and awards, and make recommendations about proposals for new or amended programs, field of study, coursework subjects and articulation proposals.

2. Terms of Reference

The Committee is the main academic business committee for the School. The Committee supports Academic Senate by undertaking the following tasks.

- a) Oversee the School review, evaluation and quality assurance of its curriculum, within the Higher Education Standards Framework.
- b) Monitor the operations of the University's academic policies in the School and, as appropriate, make recommendations to Academic Senate's Policy Committee to create or amend policies and the associated procedures or guidelines.
- c) Assess proposals for new and amended curriculum components and proposals for articulation arrangements, and make recommendations to Senate's Academic Planning and Curriculum Approvals Committee. Curriculum in research programs are also referred to the Senate's Research Studies Committee.
- d) Approve proposals for curriculum variations in accordance with the Committee's academic policy delegations.
- e) Ensure clear consultation with Schools where the impacts of curriculum development or revision involve the School(s). Coursework subjects in research programs also need to be communicated to the GRS
- f) Provide quality assurance for curriculum and articulation proposals, and promote good practice for documentation within the School.
- g) Ensure that all curriculum proposals are commenced and progressed to meet the relevant approval deadlines.
- h) Have oversight of the conferring of awards of graduate status and degrees, diplomas and certificates to undergraduate, honours and postgraduate coursework students who have completed their studies.
- i) Following all teaching sessions, approve and/or modify recommendations for the awarding or reviewing of results in undergraduate, honours, and all postgraduate coursework subjects, including coursework subjects taken as part of postgraduate research programs.
- j) Following teaching sessions, provide a written report to the Senate Assessment Committee, in a format approved by that Committee, including a summary of the approved results for subjects, identifying any significant variability, anomalies and trends, and any recommendations about



- assessment policies and practices, including student misconduct.
- k) Confirm or review recommendations regarding the conferring of awards of graduate status and degrees, diplomas and certificates to undergraduate, honours and postgraduate coursework students who have completed their studies.
 - l) Monitor trends in assessment, such as:
 - the number and outcomes of applications for review of grade.
 - number and outcomes of applications for a supplementary assessment from students who failed in a final subjects.
 - Student misconduct cases.
 - m) Monitor the operationalization of student support services, such as:
 - the operation of academic integration plans, subject to the confidentiality associated with individual plans;
 - processes for ensuring consistent decisions relating to special consideration; and
 - strategies for students at risk.
 - n) Monitor the number, types and outcomes of applications for Credit for Prior Learning, and identify any opportunities for new articulation pathways.
 - o) Respond to academic matters or processes referred by the Academic Senate or Chair of Academic Senate, such as reviews of academic policies as necessary.
 - p) Liaise with Third Party Providers as appropriate on all curriculum matters.

3. Membership

- a) Dean of the School or nominee;
- b) Deputy Dean of the School;
- c) Associate Dean of Teaching and Learning (or equivalent);
- d) Directors of Academic Programs who are members of the School;
- e) The elected School member (Level A-C) of Academic Senate;
- f) At least two Academic Program Advisors or the School Honours Coordinator (or equivalent) for the School
- g) The relevant Teaching and Learning Manager from the College, nominated by CEO of College;
- h) Curriculum Officers (CO). COs provide advice for quality assurance of documentation being forwarded to APCAC;
- i) A currently employed casual staff member appointed by the Dean (paid for meeting attendance and preparation, in keeping with casual employment arrangements);
- j) The Executive Director of the University Library, or nominee;
- k) One undergraduate student, elected by and from the undergraduate students of each School and,
- l) One postgraduate student, elected by and from the postgraduate students of each School;
- m) Whenever the Committee is processing or reviewing student results, additional academic staff, as selected by the Chair may be required to attend, so that all subjects results can be processed expeditiously.
- n) Student members will not be in attendance for meetings where individual student results are discussed.
- o) The Chair may appoint additional voting members from the School



Academic staff as required to achieve gender balance.

4. Chairing of Meetings

The Chair of the School Academic Committee will be the Deputy Dean. The Chair may appoint a Deputy Chair from among the membership of the Committee. The Chair may co-opt non-voting advisors from other subjects within the University, where required and available.

5. Meeting Frequency

The Committee meets 6 - 8 times per year face-to-face. E-meetings may be scheduled at the discretion of the Chair to consider urgent proposals or finalization of results out of session.

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 Academic Senate on 10 December 2021.



Appendix A – Graduate Research School (GRS) Academic Committee TOR and membership

1. Role

The GRS School Academic Committees (SAC) are standing committees of Academic Senate that report to Senate and provide advice to its other standing committees. They monitor and assure the academic quality of the School's curriculum, approve academic results for coursework subjects, authorise the conferral of coursework degrees and awards, and make recommendations about proposals for new or amended programs, Field of Study, coursework subjects and articulation proposals.

2. Terms of Reference

The Committee is the main academic business committee for the School. The Committee supports Academic Senate by undertaking the following tasks.

- a) Oversee the School review, evaluation and quality assurance of its curriculum, within the Higher Education Standards Framework.
- b) Monitor the operations of the University's academic policies in the School and, as appropriate, make recommendations to Academic Senate's Policy Committee to create or amend policies and the associated procedures or guidelines.
- c) Assess proposals for new and amended curriculum components and proposals for articulation arrangements, and make recommendations to Senate's Academic Planning and Curriculum Approvals Committee. Curriculum in research programs are also referred to the Senate's Research Studies Committee.
- d) Approve proposals for curriculum variations in accordance with the Committee's academic policy delegations.
- e) Ensure clear consultation with Schools where the impacts of curriculum development or revision involve the School(s).
- f) Provide quality assurance for curriculum and articulation proposals, and promote good practice for documentation within the School.
- g) Ensure that all proposals are commenced and progressed to meet the relevant approval deadlines.
- h) Have oversight of the conferring of awards that are the responsibility of the Graduate Research School.
- i) Following all teaching sessions, approve and/or modify recommendations for the awarding or reviewing of results in subjects that are the responsibility of the Graduate Research School
- j) Following teaching sessions, provide a written report to the Senate Assessment Committee, in a format approved by that Committee, including a summary of the approved results for subjects, identifying any significant variability, anomalies and trends, and any recommendations about assessment policies and practices, including student misconduct.
- k) Monitor trends in assessment, such as:
 - the number and outcomes of applications for review of grade.
 - number and outcomes of applications for a supplementary



- assessment from students who failed in a final subject.
- Student misconduct cases.
- l) Monitor the operationalization of student support services, such as:
 - the operation of academic integration plans, subject to the confidentiality associated with individual plans;
 - processes for ensuring consistent decisions relating to special consideration; and
 - strategies for students at risk.
 - the number, types and outcomes of applications for Credit for Prior Learning, and identify any opportunities for new articulation pathways.
- m) Monitor the operations of the University's academic policies in the School and, as appropriate, make recommendations to the appropriate Academic Senate Committee to create or amend policies and the associated procedures or guidelines.
- n) Respond to academic matters or processes referred by the Academic Senate or Chair of Academic Senate, such as reviews of academic policies as necessary.

3. Membership of the GRS Academic Committee

- a) Dean of the School, or nominee;
- b) Director of Academic Programs;
- c) Up to five Associate Deans of Higher Degree Research (or equivalent) chosen by the Dean in consultation with the Deputy Vice-Chancellor & Vice President (Research, Enterprise and International). These positions should also include representation from Institutes;
- d) A current elected member of Academic Senate, nominated by the Chair of Academic Senate in consultation with the Dean;
- e) Up to two Master of Research coordinators;
- f) The Executive Director of the University Library, or nominee;
- g) One undergraduate student nominated by the Director of Academic Programs and,
- h) One postgraduate student, elected by and from the postgraduate by research students
- i) The Chair may appoint additional voting members from the School Academic staff as required to achieve gender balance.

4. Chairing of Meetings

The Chair of the School Academic Committee will be the Dean or nominee. The Chair may appoint a Deputy Chair from among the membership of the Committee. The Chair may co-opt non-voting advisors from other subjects within the University, where required and available.

5. Meeting Frequency

The Committee meets a minimum of four times per year, and a maximum of 6 times per year face-to-face. E-meetings may be scheduled at the discretion of the Chair to consider urgent proposals or finalization of results out of session.



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, and there must be at least one representative from each School of the Cluster in attendance.

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 Academic Senate on 10 December 2021.