



Coursework Program Committee Terms of Reference

1. Role

The Coursework Program Committee is a standing committee of the Academic Senate. It assists the Senate by providing advice to the Academic Senate on the quality and standards of all new programs, revisions and review of existing programs and the University's academic profile, including third-party arrangements and pathways. It makes recommendations to Senate about new and amended curriculum and pathways, consistent with approved delegations. The University's Research Degrees are outside the Committee's scope.

2. Functions

The Committee assists with providing academic oversight relating to domains 1.1, 1.2, 1.4, 1.5, 2.1, 3.1, 3.2, 3.3, 5.1, 5.3, 5.4.2, 6.3.1a, c, d, 6.3.2a, b, c, e, f, h of the Higher Education Standards Framework.

- a. Advise Academic Senate on the development and review of the University's academic program profile, including initiatives involving cross-Faculty, cross-School, and University Research Institute collaborations.
- b. Advise Academic Senate on the University's compliance with the Higher Education Standards Framework and the Australian Qualifications Framework in relation to curriculum approval and monitoring.
- c. Monitor and advise Academic Senate on the review and evaluation of the University's admissions criteria, policies, and procedures, including English language requirements and Credit for Prior Learning.
- d. In consultation with the Senate Education Committee, review and advise on curriculum-related policies, procedures and guidelines and their effectiveness.
- e. Make recommendations to Academic Senate on the discontinuation of academic programs and transition arrangements, based on advice from Faculty committees and in accordance with policy.
- f. Recommend to Academic Senate the approval of new undergraduate and postgraduate coursework programs.
- g. Approve, under delegated authority from Academic Senate, amendments to existing undergraduate and postgraduate coursework programs, including new or amended majors, minors, and articulation pathways.
- h. Note proposals for new undergraduate, postgraduate coursework subjects and microcredentials.
- i. Monitor and scrutinise monitoring and review of quality matters regarding course design, staffing sufficiency, learning resources and learning outcomes and assessments in all programs awarded by the University.
- j. Ensure articulation pathway proposals are consistent with the University's Articulation Pathways Policy.
- k. Determine the terms and conditions of awards, coursework scholarships and prizes established within the University.
- l. Consider and respond to matters referred by Academic Senate, the Chair of Senate, or Faculty committees.

The Committee has the power to obtain information or reports from any Faculty, School or Discipline, the Library or any academic unit on academic matters relating to coursework programs.

The Committee reports regularly on its activities and approvals under delegations of authority to Academic Senate.

3. Membership

- a. Deputy Chair, Academic Senate (Chair)
- b. Pro Vice-Chancellor, Quality and Integrity (Deputy Chair)
- c. Registrar
- d. One postgraduate student, elected from the postgraduate coursework students of the University
- e. One undergraduate student, elected from the undergraduate students of the University
- f. Associate Dean, Education and Students, Faculty of Health
- g. Associate Dean, Education and Students, Faculty of Engineering, Computing and Science
- h. Associate Dean, Education and Students, Faculty of Social Sciences, Arts, Business, Education and Law



- i. One Level B Academic Senate member, nominated by the Chair in consultation with the Chair, Academic Senate
- j. One Level A Academic Senate member, nominated by the Chair in consultation with the Chair, Academic Senate
- k. Pro Vice-Chancellor, Learning and Teaching
- l. Pro Vice-Chancellor, Indigenous Education
- m. Pro Vice-Chancellor, Global Partnerships and Transnational Education, or nominee
- n. Chief Executive Officer, The College or nominee

4. Chairing of Meetings

Meetings are chaired by the Chair. In their absence, the Deputy Chair will preside. If neither the Chair nor the Deputy Chair are present, the committee will elect a chair from its membership for the duration of that committee.

5. Meeting Frequency

The Coursework Program Committee meets monthly, as required. Extra-ordinary and electronic 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 Academic Senate on 5 December 2025.