



## **Senate Education Committee Terms of Reference**

### **1. Role**

The Senate Education Committee assists Academic Senate by providing advice on matters related to learning and teaching planning, education-related policy, education quality standards, student success, and the University's strategy on learning and teaching. Research and research training matters are generally outside the scope of this committee.

### **2. Functions**

The Committee assists Academic Senate with providing academic oversight relating to Standards 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 5.2, 5.3, 5.4, 6.3.1.b, c, d, 6.3.2.d.e, f, g, h, 6.3.3 of the Higher Education Standards Framework.

- a. Monitor and review policies related to learning and teaching and their effectiveness.
- b. Monitor and review compliance with the Higher Education Standards and other regulatory requirements relevant to learning, teaching and students.
- c. Advise on institutional benchmarks and key indicators for quality of learning and teaching and outcomes.
- d. Advise on performance against institutional benchmarks for educational quality and outcomes, and on action to improve performance against these benchmarks.
- e. Advise on the evaluation of the effectiveness of institutional monitoring, review and improvement of academic activities.
- f. Promote best practice and excellence in learning and teaching.
- g. Review and respond to Faculty reports on academic quality assurance and standards, including regular program review reports, reports on the approval of academic results, and the conferral of graduate status and degrees, diplomas and certificates to undergraduate, honours and postgraduate students who have completed their studies.
- h. In consultation with the Coursework Planning Committee, provide advice to Academic Senate on guidelines for program reviews, external and internal benchmarking of curriculum.
- i. Formulate advice to Senate and the University Executive regarding enhancement projects and grants and/or internal awards for excellence in teaching.
- j. Critically evaluate the quality and effectiveness of educational innovations or proposals for innovation.
- k. To discuss, advise and make regular reports and recommendations to Academic Senate regarding current and emerging issues in learning and teaching including any matters referred to it by the Academic Senate, by the Chair of Academic Senate, or by the relevant Faculty committee.
- l. Establish sub committees and working groups to fulfil the remit of the committee.

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 learning and teaching.

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

### **3. Membership**

- a. Deputy Vice-Chancellor, Education and Students (Chair)
- b. Academic staff member of Academic Senate (elected or Discipline Expert), appointed by the Chair in consultation with the Chair, Academic Senate (Deputy Chair)
- c. Deputy Chair, Academic Senate
- d. Registrar, or nominee
- e. Pro Vice-Chancellor, Global Partnerships and Transnational Education, or nominee
- f. Pro Vice-Chancellor, Quality and Integrity
- g. Pro Vice-Chancellor, Learning and Teaching



- h. Pro Vice-Chancellor Indigenous Education
- i. Associate Dean, Education of Students, Faculty of Health
- j. Associate Dean, Education of Students, Faculty of Engineering, Computing and Science
- k. Associate Dean, Education of Students, Faculty of Social Sciences, Arts, Business, Education and Law
- l. Discipline Expert, Faculty of Health, to be appointed by the Chair in consultation with the Chair, Academic Senate (different School to g.)
- m. Discipline Expert, Faculty of Faculty of Engineering, Computing and Science, to be appointed by the Chair in consultation with the Chair, Academic Senate (different School than h.)
- n. Discipline Expert, Faculty of Social Sciences, Arts, Business, Education and Law, to be appointed by the Chair in consultation with the Chair, Academic Senate (different School than i.)
- o. Elected Level A/B member of the Academic Senate to be appointed by the Chair in consultation with the Chair, Academic Senate
- p. Academic representative of the Research Institutes of the University, nominated by the Research Institutes and appointed by the Chair in consultation with the Chair, Academic Senate
- q. One undergraduate student, elected by and from the undergraduate students of the University
- r. One postgraduate coursework student, elected by and from the undergraduate students of the University

#### **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 Program Approvals 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.*