Terms of Reference

1. Purpose of this Committee

1.1 The Education Committee is responsible for oversight of learning and teaching quality and academic coursework offerings in the Business School.

2. Roles and Responsibilities

2.1 The Committee is responsible for detailed examination of the matters set out below to reach decisions, make recommendations, and report to Faculty Board.

2.2 The Committee is responsible for Academic Quality:

(a) Considering Business School strategy as it relates to the academic quality of learning and teaching activities;
(b) Receiving and considering learning and teaching quality reports and other matters that speak to academic quality and standard setting such as assessment reports;
(c) Considering and recommending action to the Faculty Board based upon the review of courses, streams and programs;
(d) Considering and recommending action to the Faculty Board relating to accreditation of coursework programs;
(e) Monitoring and overseeing the integrity of results and examinations;
(f) Contributing to the formulation, and overseeing the implementation, of University policies relating to student conduct and student admission, including special admission schemes.

2.3 The Committee is responsible for Academic Programs:

(g) Considering Business School strategy relevant to academic coursework offerings;
(h) In relation to coursework programs, considering and recommending to Faculty Board for approval new and revised programs, streams and
courses, and the establishment, review, revision or termination of a
degree, diploma, certificate, enabling program or other award program,
including program and award rules and academic requirements and
general education requirements;
(i) Considering and providing advice to the Faculty Board on broad issues
relating to the quality and standards of academic coursework programs;
(j) Contributing to the formulation, and overseeing the implementation, of
University policies relating to academic coursework offerings.

3. Composition and Attendance

3.1 The Committee will comprise:
(a) Dean or his/her nominee
(b) Deputy Dean, Education
(c) Deputy Dean, Director AGSM
(d) Director, Marketing, Admissions & Student Recruitment
(e) Associate Dean Undergraduate
(f) Associate Dean Postgraduate
(g) 1 nominated member of each School
(h) 1 nominated undergraduate student
(i) 1 nominated postgraduate coursework student

3.2 The Committee Chair will be nominated by the Dean from amongst members
of the committee.

3.3 The composition of the Committee will be reviewed at least once every two
years.

3.4 Nominations shall be for a two year period (renewable), except for student
members who shall serve a for a one year period (renewable).

3.5 A quorum shall be a simple majority of membership.

3.6 Decisions and recommendations shall be made by a majority of members
present and voting. The chair shall have a vote and in the case of equality of
votes, a casting vote.

3.7 Voting by electronic circulation is permitted in exceptional circumstances, at
the discretion of the Chair. Paperwork must be available to members of the
Committee for at least 5 days before the close of voting. Decisions and
recommendations shall be made by a simple majority of members of the
Committee – not merely a majority of members voting.
3.8 For all or part of each meeting, a limited number of non-voting visitors are permitted at the discretion of the Chair. This may include non-voting substitute representatives of ex officio or nominated members of the Committee.

3.9 A record of attendance shall be maintained and any member (ex officio or nominated) whose attendance drops below 50% a year should be asked to show cause before a decision is made to continue (or otherwise) their membership of the Committee.

4. Meetings and Structure of the Agenda

4.1 The Committee will normally meet at least 6 times per annum and the schedule of meetings will be agreed in advance. The schedule should provide information on when to circulate the Call for Agenda Items, when papers and AIMS documents are due in, and when Education Committee papers are due out.

4.2 The Chair may convene additional meetings at any time on reasonable notice.

4.3 Should the Chair be absent from the meeting, the members of the Committee present at the meeting shall choose one of their number to chair the meeting.

4.4 The secretary of the Committee will be a representative from Governance, working in close collaboration with Business School staff.

4.5 The agenda will be set by the Chair and supporting papers will be circulated or accessible to members at least 5 days in advance of the meeting. At the discretion of the Chair, additional papers may be tabled for discussion at the meeting.

4.6 The agenda will be structured around both Academic Quality and Academic Programs. Priority items may be identified for discussion through the structuring of the agenda and by a system of starring. Un-starred items may be voted upon and adopted at the start of each meeting.

5. Workflows

5.1 All proposals relating to undergraduate programs (as described in section 2.3(h) above) must have been submitted through AIMS, and reviewed by the Associate Dean Undergraduate, prior to the relevant Education Committee meeting.
5.2 All proposals relating to postgraduate coursework programs (as described in section 2.3(h) above) must have been submitted through AIMS, and reviewed by the Associate Dean Postgraduate, prior to the relevant Education Committee meeting.

5.3 All proposals relating to programs (as described in sections 5.1 and 5.2 above) must have been amended in AIMS in light of the recommendations of Education Committee, prior to the relevant meeting of Faculty Board.

5.4 Under delegated authority from the Dean, all proposals relating to undergraduate and postgraduate coursework programs (as described in sections 5.1 and 5.2 above) must have been reviewed and endorsed by the Deputy Dean Education before proceeding to the University’s Academic Programs Committee.

6. **Reporting and Communications**

6.1 As a matter of course, the Committee will provide reports to Faculty Board.

6.2 The Committee will communicate decisions and recommendations to Faculty Board by way of minutes and such additional information as necessary to allow informed decision-making.

6.3 At the discretion of the Committee, a collaboration site may be established to facilitate communication amongst members of the Committee.

6.4 At the discretion of the Committee, the agenda and/or parts of the minutes may be shared more widely than the membership to facilitate internal communication within the Business School.

6.5 At the discretion of the Committee, matters other than proposals relating to programs (as described in section 2.3(h)) may be taken directly to the relevant UNSW Committee, either the University Academic Quality Committee or the University Academic Programs Committee. Faculty Board to be notified through the reporting process (as described in section 6.1).

7. **Sub-Committees and School L&T Committees**

7.1 The Academic Results Sub-Committee shall meet at the end of each Examination Period. A summary of decisions, observations and recommendations shall be provided to members of Education Committee and, at least twice a year, discussed at Education Committee meetings.

7.2 The Quality Assurance Sub-Committee shall meet periodically across the year. A summary of decisions, observations and recommendations shall be
provided to members of Education Committee and, at least twice a year, discussed at Education Committee meetings.

7.3 At least once a year each School L&T Committee shall provide a summary report to members of Education Committee, detailing the management of academic quality and academic programs within each School, and this report shall be discussed at an appropriate Education Committee meeting.

8. Review

8.1 The Committee will review the Terms of Reference annually to keep it up to date and consistent with the Committee’s authority, objectives and responsibilities. The Committee will make recommendations for any amendments to Faculty Board.

8.2 Amendments to the Terms of Reference are to be approved by Faculty Board.