

AUTHORITY

AUTHORITY	Council
PARENT BODY	Academic Senate
SUBCOMMITTEES	
RELATED COMMITTEE(S)	Courses and Admissions Committee, College Education Committees
REPORTING OPERATION	Academic Senate
LAST REVIEWED	Ongoing
EXECUTIVE OFFICER	13 November 2024
PURPOSE	Senior Governance Officer (Academic Senate) Contact: academic.senate@flinders.edu.au
	The purpose of the Education Committee is to approve the University's Education Strategy and review and monitor progress towards it. The Committee will ensure alignment of the course portfolio with the Strategy and monitor all aspects of the student learning experience related to coursework studies, including marketing, admission, progress and graduation.

TERMS OF REFERENCE**RESPONSIBILITIES**

1. The Committee will approve the University's Education Strategy and institutional benchmarks for academic quality and outcomes, and review and monitor progress towards them.
2. The Committee will monitor and review:
 - academic quality and performance data in relation to the Education Strategy
 - institutional assessment methodologies in alignment with the Education Strategy
 - the effectiveness of programs and initiatives in achieving academic objectives and improving the quality of learning and teaching and student support services.
3. The Committee will monitor and report on orientation, participation, progress and completion for coursework students including for identified student sub-groups.
4. The Committee will oversee, monitor and report on academic integrity.
5. The Committee will monitor:
 - Work Integrated Learning and placement community-based learning from the College Education Committee reports
 - Self-assessments of quality assurance for support services.

6. The Committee will oversee, monitor and report on third-party delivery arrangements, including for transnational education, and recruitment agents.
7. The Committee will identify and report on education risks.
8. The Committee will advise on relevant policies.
9. The Committee will endorse and monitor eligibility criteria for selected awards, prizes and scholarships and provide advice on other awards of recognition in accordance with relevant policy.
10. In undertaking its role, the Committee may establish working parties to advise it on any matters within this Terms of Reference.

QUORUM

11. The quorum is half of the full membership plus one (1) ignoring any fraction.

PROCEDURES

12. The Agenda will be set two (2) weeks in advance of the Committee meeting, by the Chair and the Executive Officer. Items for discussion may be submitted to the Executive Officer.
13. Papers are due to be submitted to the Executive Officer eight (8) days prior to the meeting.
14. Papers will be circulated to members one (1) week prior to the meeting, and late papers at least two (2) days prior.
15. Apologies should be tendered in writing to the Executive Officer as soon as practicable.
16. Meetings are hosted in person, with an online option available for those who are unable to attend in person but noting that attendance in person is encouraged. Those members attending online should advise the Executive Officer ahead of the meeting.
17. Meetings of the Committee are closed to members of the University, except by special invitation from the Chair.

FREQUENCY OF MEETINGS

18. The Committee will meet at least five (5) times per year as agreed, with additional meetings upon the Chair's approval.
19. Urgent matters which fall outside of the agreed meeting cycle, and which are provided in writing to the Executive Officer, may, with the permission of the Chair, be referred for out of session consideration via email. A quorate response must be

received from the membership in addition to a majority vote for the matter to be determined.

REVIEW

20. The Committee will report to the next available Academic Senate meeting regarding key items addressed.
21. The Committee will report annually to the Academic Senate on its own performance and provide assurance that it has discharged its delegated responsibilities under this Terms of Reference.

MEMBERSHIP

MEMBERSHIP REQUIREMENTS

22. The Committee will comprise nineteen (19) *ex officio* members specified in paragraph 27 below.
23. Members are expected to:
 - a. act in the interests of the University as a whole;
 - b. contribute the time needed to understand the papers provided;
 - c. apply good analytical skills, objectivity and judgment; and
 - d. actively contribute to discussion during the meetings.
24. The Chair will provide ongoing mentoring and support for student members.
25. Proxies for *ex officio* members are allowed with the Chair's prior approval. However, unless they are formally acting in the *ex officio* role, they will not have voting rights.
26. If the Student President or Education Officer are unable to attend a Committee meeting and wish to provide a proxy, they may nominate their (non-voting) proxy from student representatives serving on the College Education Committees or a Student Council member with knowledge of the Education Quality Framework.

EX OFFICIO MEMBERS

27. The following persons shall be *ex-officio* members of the Committee:
 - a. Deputy Vice Chancellor (Students)
 - b. Vice-President and Pro Vice-Chancellor (International)
 - c. Pro Vice-Chancellor (Academic Quality and Enhancement)
 - d. Pro Vice-Chancellor (Curriculum Impact)
 - e. Pro Vice-Chancellor (Indigenous)
 - f. Pro Vice-Chancellor (Learning and Teaching Innovation)
 - g. Senior Director, Student Experience and Management
 - h. Dean (Education) from each College
 - i. Director, Quality, Curriculum and Integrity
 - j. Director, International Partnerships
 - k. Director, International Recruitment
 - l. Head of Prospect Management

- m. FUSA Student President
- n. FUSA Education Officer.

OBSERVERS

28. The following persons will ordinarily be observers for the Committee who provide subject matter expertise upon request but who do not have voting rights:
- a. Chair, Academic Senate
 - b. Director, Library Services or delegate
 - c. Associate Director, IDS Research and Education Engagement and Success
 - d. Chair, Learning and Teaching Innovation Working Group
 - e. Chair, Student Success Working Group or delegate
 - f. Chair, Wellbeing Working Group or delegate
 - g. IDS Education Data and Analytics Business Partner.

CHAIR AND DEPUTY CHAIR

29. The Chair will be the Deputy Vice-Chancellor (Students).
30. The Deputy Chair will be the Pro Vice-Chancellor (Learning and Teaching Innovation).
31. In the absence of the Chair or where the Chair is conflicted, the Deputy Chair will assume responsibility for managing the meeting or the individual item(s) as appropriate.

TERM OF OFFICE

32. Student member(s) will serve for a term of one (1) year in accordance with the FUSA election cycle.

DOCUMENT CONTROL	DATE	RATIONALE
v 1	13/11/24	Approved by the Academic Senate at meeting 5/24.