

COURSES COMMITTEE CONSTITUTION 2023

Commencement Date: 24 February 2023

1 Establishment

- 1.1 The Courses Committee was established by Resolution UAB 84/97 of the University Academic Board on 27 June 1997.
- 1.2 The Academic Board resolved 25 October 2019 to rescind the Courses Committee Constitution and to adopt in its place the Courses Committee Constitution 2019 (Resolution AB 207/19).
- 1.3 The Academic Board resolved 24 February 2023 to amend the Constitution of the Courses Committee and to adopt in its place the Courses Committee Constitution 2023 (Resolution 16/23).
- 1.4 The Courses Committee continues as a standing committee of the Academic Board established under Rule 5.1 of the *Academic Board Constitution*.

2 Functions and responsibilities

- 2.1 The Courses Committee is responsible for assisting the Academic Board in performing its functions with respect to courses, as described in the *Academic Board Constitution*.
- 2.2 The Courses Committee assists the Academic Board in performing its functions by:
 - (1) providing advice and recommendations to the Academic Board on;
 - (a) University policies relating to courses;
 - (b) the University's profile of courses and identification of potential new course areas;
 - (c) major new educational activities*;
 - (d) the initiation of major changes to the field of the University's educational activities;
 - (e) proposed new courses, course reactivations and deactivations;
 - (f) proposed course components and changes to courses and course components that would:
 - (i) involve Collaborative Awards[†] with other institutions;
 - (ii) be taught in a language other than English; or
 - (iii) vary from the use of standard Australian Qualifications Framework terminology or from standard course durations;
 - (g) the quality of all courses; and
 - (h) management of risk in relation to the work of the Committee.
 - (2) providing advice and recommendations to the Deputy Vice-Chancellor, Academic on:

* The Academic Board provides advice and recommendations to the Council on:

(a) major new educational activities; and

(b) the initiation of major changes to the field of the University's educational activities.

[†] The *Academic Board Constitution* states: 'Collaborative Awards' means University degree programs that are delivered in collaboration with other higher education institutions.'

- (a) proposed new course components, and changes to course components, including those under 2.2(1)(f); and
 - (b) proposed deactivations, and changes to courses and course components that do not represent a major change to the field of the University's educational activities;
- (3) providing to the Academic Board an annual report on the University's profile of courses.

3 Membership

3.1 The University will endeavour to achieve diversity and gender balance on the Courses Committee

3.2 The membership of the Courses Committee is to comprise:

- (1) the Provost, *ex officio* (the Chair);
- (2) the Deputy Vice-Chancellor, Academic, *ex officio*;
- (3) the Deans, Learning and Teaching, *ex officio*;
- (4) the Pro Vice-Chancellor and Presidents, Curtin Global Campuses, *ex officio*;
- (5) the Academic Registrar, *ex officio*;
- (6) the Executive Dean, Learning and Teaching, *ex officio*;
- (7) the Vice-President - Education, Curtin Student Guild, *ex officio*;
- (8) up to two (2) additional co-opted members appointed by the Courses Committee for a period not to exceed 1 year, having regard to gender balance, diversity, and disciplinary expertise of the Courses' Committee membership;
- (9) the Chair, Academic Board, *ex officio*.

4 Deputies

4.1 In this clause, deputy means -

- (a) the deputy of an *ex officio* member of the Courses Committee –
 - (i) whose nomination has been approved under clause 4.2; and
 - (ii) who is not ineligible to be a deputy under clause 4.4; and

4.2 The Chair (or person delegated by the Chair) may approve the nomination by an *ex officio* member, of a person to be the deputy of the *ex officio* member.

4.3 A Committee member is to ensure details of the nomination are provided in writing to the Chair prior to commencement of the Courses Committee meeting which the member is unable to attend.

4.4 A member of the Courses Committee is not eligible to be approved as a deputy or to remain a deputy if they are current member of the Courses Committee.

4.5 If a Committee member is unable to attend a Courses Committee meeting, and/or perform the functions of the position, their approved or elected deputy may act temporarily as the member and:

- (a) may attend the meeting in place of the member; and
- (b) exercise all the rights and is subject to the responsibilities, of the member.

4.6 The Chair may amend or revoke the approval of a nomination for a deputy under clause 4.2.

5 Chairing of a meeting in absence of chair

- 5.1 Where sufficient advance notice is given of the intended absence of the Chair at a scheduled meeting of the Courses Committee, the Chair is to appoint one of the members of the Courses Committee to chair the meeting.
- 5.2 If an appointment is not made by the Chair under clause 5.1, the Courses Committee is to elect one of its members who is present to chair the meeting.

6 Quorum

- 6.1 The quorum for Courses Committee meetings is to be not less than one half of the total number of members excluding:
 - (a) any vacancy in the membership of the Committee; and
 - (b) any member who has an approved leave of absence and in respect of whom a deputy has not been approved.

7 Officers in attendance and attendance of observers

- 7.1 The Chair is to appoint an Executive Officer for the Courses Committee. The Executive Officer is to have the rights to be present and participate (but not vote) at all meetings of the Courses Committee.
- 7.2 The Chair (or person delegated by the Chair) may invite any other officer of the University, or any other person, to attend for specific items of a meeting or to attend specified meetings, to assist the Courses Committee in its deliberations.
- 7.3 The Chair (or person delegated by the Chair) may permit the attendance of observers, whether from within the University or from external organisations, at any of its meetings.
- 7.4 Unless the Chair determines otherwise, an observer does not have the right to participate in a meeting of the Courses Committee.

8 Establishment/disestablishment of working parties or sub-groups

- 8.1 The Courses Committee may establish and disestablish, as appropriate, working parties or sub-groups to undertake particular tasks. The composition of a working party or sub-group may include persons other than members of the Courses Committee, and may include persons who are external to the University.
- 8.2 The role of a working party or sub-group is advisory.

9 Meeting schedule

The Courses Committee is to meet at least 4 times in each calendar year.

10 Reporting

- 10.1 The Courses Committee is to report to the Academic Board by way of its minutes and at such times and in such other forms as requested by the Academic Board.
- 10.2 At the end of each calendar year, the Courses Committee is to submit its proposed work plan for the following year to the Academic Board Executive for approval.

- 10.3 At the beginning of each calendar year, the Courses Committee is to submit to the Academic Board an annual report in respect of its activities in the preceding 12 months. The annual report is to include:
- (1) a summary of the principal issues addressed by the Courses Committee in the period under review;
 - (2) an assessment of the effectiveness of the Courses Committee in performing its functions and fulfilling its responsibilities in the period under review;
 - (3) advice as to whether the Courses Committee should continue to operate in its current form and with its current functions and responsibilities; and
 - (4) advice and recommendations regarding the operation of the Courses Committee and the provisions of the Courses Committee Constitution.

11 Servicing

The Director, Secretariat and Council Secretary is to arrange for secretariat support for the Courses Committee.

REVISION HISTORY:

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference
NEW	Approved	25 Oct 2019	Academic Board	AB 207/19	Attachment E to Item 8.1
Amended	Approved	24 February 2023	Academic Board	AB 16/23	Appendix D to Attachment A to Item 11.2.1
Amended	Approved	28 March 2025	Academic Board	AB 36/25	Attachment A to Item 12.2.2