

## ACADEMIC SERVICES COMMITTEE CONSTITUTION

**Commencement Date:** 1 April 2017

### **1 Establishment**

- 1.1 The Academic Services Committee (ASC) was established by Resolution AB 197/05 of the Academic Board on 25 November 2005.
- 1.2 ASC is now a standing committee of the Academic Board, established under rule 5.1(1) of the Academic Board Constitution, and brings together the responsibilities previously undertaken by the Admissions and Matriculation Committee, and the Student Progress Committee.

### **2 Functions and responsibilities**

- 2.1 ASC is responsible for assisting the Academic Board in meeting its responsibilities with respect to academic services, as described in the *Academic Board Constitution*.
- 2.2 ASC assists the Academic Board in performing its functions by:
  - (1) providing advice and recommendations to the Academic Board on:
    - (a) University policies relating to academic services, including the admission, enrolment, recognition of prior learning/advanced standing/credit transfer, orientation, progression, engagement, attrition, retention, discipline and graduation of students; the awarding of scholarships, grants and prizes; equity and pastoral care; and the academic year structure;
    - (b) the University's Learning and Student Experience Enabling Plan
    - (c) the establishment of priorities in academic services and identification of potential opportunities for enhancement;
    - (d) the quality of academic services provided for students in all locations at which the University operates; and
    - (e) the quality of the student experience for students in all locations and study modes at which the University operates;
    - (f) progress in implementing the University's Learning and Student Experience Enabling Plan
    - (g) the management of risk in relation to the work of the Committee
  - (2) providing advice and recommendations to the Deputy Vice Chancellor, Academic on:
    - (a) the admission, enrolment, recognition of prior learning/advanced standing/credit transfer, orientation, progression, engagement, attrition, retention, discipline and graduation of students;
    - (b) the academic and pastoral support of students;
    - (c) the activities and initiatives to enhance student engagement and the student experience,
    - (d) communication between the University and its students;
    - (e) the awarding of scholarships, grants, and other forms of financial support to undergraduate and postgraduate by coursework students other than international students; and
    - (f) the awarding of prizes; and

- (3) providing to the Academic Board an annual report on the University's performance in providing academic services for students.

### 3 Membership

- 3.1 The University will endeavour to achieve diversity and gender balance on the Academic Services Committee.
- 3.2 The membership of ASC shall comprise:
  - (1) the Deputy Vice-Chancellor, Academic, *ex officio*, or nominee (the Chair);
  - (2) the Deputy Vice-Chancellor International or nominee, *ex officio*;
  - (3) the Director, Support Services, *ex officio*;
  - (4) the Academic Registrar, *ex officio*;
  - (5) the Chief Student Services Officer, *ex officio*;
  - (6) 2 members from each Faculty with responsibility for, or interest in, student academic services, one nominated by the Pro Vice-Chancellor of the Faculty, the other elected by the Faculty Board or equivalent;
  - (7) the Director, Centre for Aboriginal Studies or nominee, *ex officio*
  - (8) the President, Curtin Student Guild, *ex officio*;
  - (9) the Education Vice-President, Curtin Student Guild, *ex officio*;
  - (10) the Postgraduate Students Committee President, *ex officio*;
  - (11) the International Students Committee President, Curtin Student Guild, *ex officio*;
  - (12) up to 2 additional members, appointed by the Academic Board after considering recommendations from the Academic Services Committee; having regard to gender balance; diversity; disciplinary expertise and faculty distribution, of the ASC membership;
  - (13) the Chair, Academic Board, or nominee from among the members of the Academic Board, *ex officio*;
  - (14) the Associate Deputy Vice-Chancellor, Research Excellence or nominee, *ex officio*, and
  - (15) the Director, Corporate Values and Equity or nominee, *ex officio*.

### 4 Deputies

- 4.1 The deputy of a member is to be a staff member (other than another member of the ASC) nominated in writing by that member.
- 4.2 The member is to ensure that a copy of the nomination is given to the Chair at or before the ASC meeting which the member is unable to attend.
- 4.3 Whenever a member is unable to attend an ASC meeting, his or her deputy may:
  - (1) attend the meeting in place of the member; and
  - (2) exercise all the rights and privileges of the member .

### 5 Elections

- 5.1 The Vice-Chancellor is to appoint a person to be the Returning Officer for elections conducted under clause 3(5).
- 5.2 Elections are to be conducted in accordance with sound electoral practices and may be conducted electronically.

**6 Terms of office**

- 6.1 The term of office of each of the members of ASC who are not *ex officio* members is to be for 2 years, commencing on 1 April and concluding on 31 March.
- 6.2 A member who is not an *ex officio* member may serve consecutive terms provided that:
- (1) they continue to hold the specified qualification for office; and
  - (2) they may serve for no more than 3 successive terms.

**7 Casual vacancies in elected positions**

- 7.1 For the purposes of this Constitution, a 'casual vacancy' occurs where an elected member:
- (1) resigns, retires or becomes ineligible to remain in the position; or
  - (2) is absent without leave for 3 consecutive Academic Services Committee meetings.
- 7.2 If a casual vacancy occurs less than 6 months before the conclusion of what would otherwise have been the term of office, the Academic Services Committee may either:
- (1) recommend to the Academic Board that a person nominated by the Academic Services Committee be appointed to the position; or
  - (2) take no action to enable the position to be filled.
- 7.3 If the vacancy occurs more than 6 months before the conclusion of what would otherwise have been the term of office (the 'Unexpired Term'), an election for the vacant position is to be held and the successful candidate is to fill the position for the Unexpired Term.

**8 Chairing of a meeting in absence of Chair**

- 8.1 Where sufficient advance notice is given of the intended absence of the Chair at a scheduled meeting of ASC, the Chair is to appoint one of the members of ASC to chair the meeting.
- 8.2 If an appointment is not made by the Chair under clause 8.1, ASC is to elect one of its members who is present to chair the meeting.

**9 Quorum**

The quorum for ASC meetings is to be not less than one half of the total number of members excluding:

- (1) any vacancy in the membership of ASC; and
- (2) any member who has an approved leave of absence and in respect of whom a deputy has not been nominated.

**10 Officers in attendance and attendance of observers**

- 10.1 ASC 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 ASC in its deliberations.
- 10.2 ASC may permit the attendance of observers, whether from within the University or from external organisations, at any of its meetings.
- 10.3 Unless the Chair determines otherwise, an observer does not have the right to participate or vote in a meeting of ASC.

**11 Establishment of working parties or sub-groups**

- 11.1 ASC may establish working parties or sub-groups to undertake particular tasks in relation to a nominated function or activity. The composition of a working party may include persons other than members of ASC, and may include persons who are external to the University.
- 11.2 The role of a working party or sub-group is advisory.

**12 Meeting schedule**

ASC will meet at least 4 times in each calendar year.

**13 Reporting**

- 13.1 ASC is to report to the Academic Board on its activities at such times as the Academic Board directs.
- 13.2 At the beginning of each calendar year, ASC 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 ASC in the period under review;
  - (2) an assessment of the effectiveness of ASC in fulfilling its responsibilities in the period under review;
  - (3) advice as to whether ASC should continue to operate in its current form and with its current functions and responsibilities; and
  - (4) advice and recommendations regarding the operation of ASC and the provisions of ASC's constitution.

**14 Servicing**

- 14.1 The Director, Secretariat and Council Secretary is to arrange for secretarial and administrative support for ASC.

**REVISION HISTORY:**

<b>Revision Ref. No.</b>	<b>Approved/Rescinded</b>	<b>Date</b>	<b>Committee/Board</b>	<b>Resolution Number</b>	<b>Document Reference</b>
NEW	Approved	25 November 2005	Academic Board	AB 197/05	01383/05
Amended	Approved	31 March 2006	Academic Board	AB 26/06	00298/06
Amended	Approved	28 March 2008	Academic Board	AB 51/08	00012/08
Revised	Approved	25 June 2010	Academic Board	TBA	Attachment 1 to 00581/10
	Approved	25 February 2011	Academic Board	AB 6/11	Replacement Attachment 5 to 00152/11
Amended	Approved	30 August 2013	Academic Board	AB 145/13	Attachment 2 to Document 00912/13
Amended	Approved	28 March 2014	Academic Board	AB 41/14	Attachment 2 to Document No. 00271/14
Amended	Approved	1 April 2016	Academic Board	AB 40/16	Attachment B to Item 11.2
Amended	Approved	31 March 2017	Academic Board	AB 44/17	Attachment A to Item 11.2
Amended	Approved	22 February 2019	Academic Board	AB 16/19 (b)	Appendix 6 to Attachment B to Item 11.1