

COURSES COMMITTEE CONSTITUTION

Commencement Date: 22 February 2019

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 on 28 October 2005 to rescind the Terms of Reference of the Courses Committee and to adopt in their place the Courses Committee Constitution (Resolution AB 177/05).
- 1.3 The Courses Committee is now 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 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 potential new course areas;
 - (c) major new educational activities*;
 - (d) proposed new courses;
 - (e) proposed new majors and streams and changes to courses, majors and streams that would:
 - (i) involve double-badging 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;
 - (f) proposed discontinuations and changes to courses, majors and streams that represent a major change to the field of the University's educational activities; and
 - (g) the quality of courses in all locations at which the University operates;
 - (h) management of risk in relation to the work of the Committee;
 - (2) providing advice and recommendations to the Deputy Vice-Chancellor, Academic on:
 - (a) proposed new majors and streams, and changes to courses, majors and streams requiring central approval except those that:

* 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.

- (i) involve double-badging with other institutions;
 - (ii) would 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; and
- (b) proposed discontinuations, and changes to courses, majors and streams requiring central approval that do not represent a major change to the field of the University's educational activities; and
- (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 CC is to comprise:
- (1) the Deputy Vice-Chancellor, Academic, *ex officio* (the Chair);
 - (2) the Associate Deputy Vice-Chancellor, Learning and Teaching, or nominee, *ex officio*;
 - (3) the Associate Deputy Vice-Chancellor, International, or nominee, *ex officio*
 - (4) the Faculty Deans, Learning and Teaching, or their equivalents, *ex officio*;
 - (5) the Academic Registrar, *ex officio*;
 - (6) the Director Digital Learning and Design, *ex officio*;
 - (7) the Director Course and Teaching Quality, *ex officio*
 - (8) the President, Curtin Student Guild, or nominee, *ex officio*;
 - (9) The President of the Postgraduate Students Committee of the Student Guild, or nominee, *ex officio*;
 - (10) up to 2 additional members, appointed by the Board after considering recommendations from the Courses Committee having regard to gender balance, diversity, disciplinary expertise and faculty distribution, of the CC membership; and
 - (11) the Chair, Academic Board, or nominee from among the members of the Academic Board, *ex officio*.

4 Deputies

- 4.1 The deputy of a member is to be a staff member (other than another member of the Courses Committee) 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 Courses Committee meeting which the member is unable to attend.
- 4.3 Whenever a member is unable to attend a Courses Committee 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 Term of office

- 5.1 The term of office of each of the members of the Courses Committee who are not *ex officio* members is to be for 2 years, commencing on 1 April and concluding on 31 March.
- 5.2 A member who is not an *ex officio* member may serve consecutive terms provided that:
- (1) he or she continues to hold the specified qualification for office; and
 - (2) he or she may serve for no more than 3 successive terms.

6 Casual vacancies in elected positions

- 6.1 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 Courses Committee meetings.
- 6.2 If a casual vacancy occurs less than 6 months before the conclusion of what would otherwise have been the term of office, the Courses Committee may either:
- (1) recommend to the Academic Board that a person nominated by the Courses Committee be appointed to the position; or
 - (2) take no action to enable the position to be filled.
- 6.3 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.

7 Chairing of a meeting in absence of chair

- 7.1 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.
- 7.2 If an appointment is not made by the Chair under clause 7.1, the Courses Committee is to elect one of its members who is present to chair the meeting.

8 Quorum

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

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

9 Officers in attendance and attendance of observers

- 9.1 The Manager, Courses Management is to be the Executive Officer of the Courses Committee, and is to have the rights to be present and participate (but not vote) at all meetings of the Courses Committee.
- 9.2 The Courses Committee 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.
- 9.3 The Courses Committee may permit the attendance of observers, whether from within the University or from external organisations, at any of its meetings.
- 9.4 Unless the Chair determines otherwise, an observer does not have the right to participate or vote in a meeting of the Courses Committee.

10 Establishment of working parties or sub-groups

- 10.1 The Courses Committee 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 the Courses Committee, and may include persons who are external to the University.
- 10.2 The role of a working party or sub-group is advisory.

11 Meeting schedule

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

12 Reporting

- 12.1 The Courses Committee is to report to the Academic Board on its activities at such times as the Academic Board directs.
- 12.2 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.

13 Servicing

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

REVISION HISTORY:

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference
	Approved	27 June 1997	UAB	UAB 84/97	-
	Rescinded	28 October 2005	Academic Board	AB 177/05 (iii) (b)	01282/05
NEW	Approved	28 October 2005	Academic Board	AB 177/05 (ii) (a)	01276/05
	Approved	24 February 2006	Academic Board	AB 6/06	00121/06
	Approved	30 June 2006	Academic Board	AB 79/06	00650/06
	Approved	29 February 2008	Academic Board	AB 19/08	00043/08
	Approved	25 February 2011	Academic Board	AB 6/11	Attachment 5 to 0152/11
Amended	Approved	1 April 2016	Academic Board	AB 44/16	Appendix E to Item 12.2
Amended	Approved	31 March 2017	Academic Board	AB 47/17	Appendix C to Attachment A, Item 12.2
Amended	Approved	23 February 2018	Academic Board	AB 13/18	Appendix F, Attachment A, Item 12.2
Amended	Approved	22 February 2019	Academic Board	AB 24/19	Appendix D, Attachment A Item 12.2