

## **COLLEGE OF BUSINESS AND ECONOMICS EDUCATION COMMITTEE**

### **Terms of Reference**

The College of Business and Economics (CBE) Education Committee is a specialist committee that advises the CBE Executive Committee on courses, programs and quality assurance specifically related to education.

The Committee is governed by the Rules under section 4 of the Australian National University (ANU College Governance) Statute 2017.

#### **OBJECTIVE**

Ensure programs and courses across schools within the CBE are robust, effective and compliant with relevant accreditations whilst maintaining a quality standard.

#### **PURPOSE**

The purpose of the CBE Education Committee is to:

- Ensure alignment between CBE goals and priorities and the ANU Strategic Plan
- Review all new and amended program and course proposals for compliance to ensure they reflect appropriate learning outcomes and assessment requirements and have taken all relevant AQF, University and College policies into account prior to any approval
- Ensure that Programs and Courses offered by the College are systematically reviewed and monitored, encouraging continuous improvement and accountability;
- Provide useful and robust feedback, and consult within respective schools on matters related to Programs and Courses;
- Consider, and provide feedback (where applicable) and report back on any matter referred to it by the Academic Quality and Accreditation Committee (AQAC), Teaching and Learning Development Committee (TLDC) and any other relevant group.
- Promote a culture of best practice in learning, teaching and assessment to ensure the development of quality and effectiveness in the curriculum;
- Provide advice to the CBE Executive Committee on matters relating to Student Experience in a manner consistent with the College's 'Our Values and Behaviours' framework

#### **MEMBERSHIP**

Chair: Associate Dean (Education), ex-officio

Deputy Chair: Director of Students and Learning, ex-officio

Members:

- Associate Dean (Advancement and Engagement), ex-officio

- Two representatives from each Research School
- Manager, CBE Student Services, ex-officio
- Manager, Academic Standards and Quality, ex-officio
- Manager, Education Governance, ex-officio
- A representative from each ANU College
- Two representatives from each of ANUSA and PARSA

Secretariat:

- CBE Executive Officer (Education Committees), ex-officio

Observers:

- CBE Educational Technologist
- CBE Senior Project Officer (Student Experience)
- A representative from Academic Skills

## **OPERATIONAL PROCEDURES**

### **Meeting Frequency**

Meetings will be held on a monthly basis. If required, the chair may call extraordinary meetings for specific issues.

### **Meeting Documentation**

Agendas – will be prepared and distributed to all members at least 3 days before a meeting. In the case of extraordinary meetings, or out of session circulations, there may be less than 3 days for circulation of papers before meeting or close of feedback.

Minutes – will be drafted and distributed to members for comment and feedback at the following meeting. Action items will be sent to relevant members following each meeting.

### **Quorum**

A quorum consists of half the Committee membership at the time of the meeting, plus one.

### **Roles and Responsibilities**

Chair – The Chair is responsible for facilitating effective meetings; ensuring all issues are addressed, and that all members have equal participation opportunities. Ultimately the Chair is responsible for coordinated and informed meetings.

Deputy Chair – The Deputy Chair will serve in the role of Chair when absent.

Secretariat – The Secretariat is responsible for all logistics pertaining to the committee including; booking meetings, inviting members, preparing and circulating agendas, taking and circulating meeting

minutes and ensuring all paperwork required to inform the committee is received and distributed within a timely manner. The Secretariat is responsible for following up and monitoring agreed actions from the committee meeting. The Secretariat is also responsible for liaising with other secretariats across the College to ensure course and program requirements are facilitated within required timeframes. In addition, the Secretariat is responsible for progressing and monitoring the flow of forms and other documentation to required committees for action.

Committee Members – All members must regularly participate in and attend the meetings of the Committee. Committee members are expected to consult within their respective Research Schools, Business Unit, or Association on agenda matters and ensure that the views presented to the broader Committee are representative of that consultation. All members are expected to read background materials beforehand and be prepared for meetings. They are also expected to contribute out of session, if required.

Alternates – A member of the Committee who is unable to attend a meeting must send an apology to the Secretariat of the Committee. They may nominate an alternate to attend the meeting on their behalf. Alternates have the same rights and responsibilities of Committee members. Failure to attend three consecutive meetings without an apology or sending an alternate will trigger a request for the member to be replaced with a new member.

## **Conflicts of Interest**

Committee members must declare any material personal interests, whether they are actual, potential or perceived, at the start of each meeting or before discussion of the relevant agenda item or topic. Details of material personal interests declared by Committee members, and actions taken, are appropriately recorded in the minutes.

## **Membership selection**

- Each respective Research School, via the Director, will nominate two representative members to be part of the Committee.
- Each College ADE is invited to send a College representative member
- Each of ANUSA and PARSA are invited to send two representatives as members
- Academic Skills is invited to send a representative as an observer
- Other interested persons can request to be an observer at any scheduled meeting; requests are considered by the Chair.

When selecting members the following skills and capabilities should be considered:

- Ability to communicate effectively at different levels including to exchange information and consult effectively;
- Ability to consistently attend meetings, and be resourceful and pro-active;
- Understanding of the future direction of their respective Research School or College; and
- Ability to work effectively as part of a team.

## **Governance**

Recommendations of the CBE Education Committee will be escalated to the CBE Dean, or Delegate, for approval prior to action. Items may be referred to the CBE Executive Committee for endorsement prior to approval by the CBE Dean.

These Terms of Reference and membership will be in place for a period of up to 3 years; or until May 2023.

Members are invited to provide the secretariat with ongoing feedback about the committee, its structure and functionality to enable continuous improvement and facilitate best practice.