



TERMS OF REFERENCE

COMMITTEE	EDUCATION COMMITTEE
PURPOSE	<p>The University Executive (UE) Education Committee will develop education strategies and co-ordinate activity across the University to ensure alignment of policies and procedures, consistency of practice, and high quality outcomes in the education of all students and in the development of all teachers. This shall include enhancement of research education through all undergraduate and graduate programs, and undergraduate honours programs.</p>
TERMS OF REFERENCE	<p>The purpose of UE Committees is to:</p> <ol style="list-style-type: none"> 1. contribute to the ongoing development and implementation of University strategy; 2. review operational matters and consider business-as-usual matters; 3. consider planning and prioritisation proposals within the portfolio; 4. monitor performance against domain KPIs; and 5. be a conduit for institutional discussion and faculty discussions in the domain. <p>The UE Education Committee will:</p> <ol style="list-style-type: none"> 1. provide advice to the UE on strategic educational issues and on implementation of the University's educational strategy; 2. provide advice to the UE on measures designed to improve the quality and effectiveness of teaching and learning within the University, including through effective innovation in teaching and learning and its uptake; 3. provide advice to the UE Financial Performance Committee or the UE Operations Board on priorities and need for improvement in the University's physical and virtual infrastructure for learning and teaching; 4. serve as an all-faculty forum on educational matters, encouraging alignment of Faculty educational strategies and the University's Strategic Plan; 5. monitor indicators of the quality of the educational experience at the University and develop strategies for quality improvement; 6. develop and monitor policies and procedures on all aspects of the educational experience in cooperation with the Academic Board; 7. provide advice to the UE on co-curricular activities that support the University's educational strategic priorities in collaboration with the Academic Board and relevant Portfolios; 8. work with the Academic Board and Portfolios to undertake a systematic review of educational policies and procedures; 9. work with the Research Portfolio to ensure enhancement of research education through all undergraduate and graduate programs, and undergraduate honours programs; 10. consider and report on any matter referred to it by the Vice-Chancellor or Academic

	<p>Board; and</p> <p>11. oversee management of risk within the education portfolio to ensure risks are managed within the University's agreed appetite and tolerance levels and escalate to the UE those risks that are outside of the Committee's remit to resolve.</p> <p>The UE Education Committee has the authority to:</p> <ol style="list-style-type: none"> 1. make decisions on matters within the education portfolio, following the strategic direction agreed to by the UE; and 2. make recommendations on financial allocation to the limit of the DVC (Education) delegation, on proposals formally supported by the BRT process. <p>Relationship with University Executive:</p> <ol style="list-style-type: none"> 1. the UE Education Committee will refer matters to the UE only if the matters have an impact on the responsibility of the other UE Committees, or the Chair considers the decision is of strategic importance; and 2. the UE Education Committee will refer financial decisions to the UE above the DVC (Education) delegation. <p>Committee members have the responsibility to:</p> <ol style="list-style-type: none"> 1. harness energy, contribute to discussion and decision making; lead activity within this portfolio domain and facilitate broad discussion within the University community; 2. contribute the perspectives of their Faculties and University Schools to the Committee; 3. feed back to other UE Committees of which they are members, the decisions and discussion of the Committee; and 4. feed back to Faculties, University Schools and other relevant University groups the decisions and discussions of the Committee.
CHAIR	Deputy Vice-Chancellor, Education
MEMBERSHIP	<p>Deputy Vice-Chancellor (Indigenous Strategy and Services) (or nominee)</p> <p>Deputy Vice-Chancellor (Registrar) (or nominee)</p> <p>Pro-Vice-Chancellor (Education - Enterprise and Industry)</p> <p>Pro-Vice-Chancellor (Global Engagement)</p> <p>Chair, Academic Board (or nominee)</p> <p>6 Faculty Associate Deans (Education)</p> <p>3 University School Associate Deans (Education)</p> <p>5 Heads of School (minimum of 1 from a University School)</p> <p>1 undergraduate student nominated undergraduate student nominated by the Student</p>

	<p>Representative Council</p> <p>1 postgraduate coursework student nominated by the Student University Postgraduate Representative Association</p> <p>Director, Educational Innovation, (Office of the Deputy Vice-Chancellor (Education))</p> <p>Director, Education Strategy (Office of the Deputy Vice-Chancellor (Education))</p>
ATTENDEES	<p>Director, Risk Management</p> <p>Executive Officer, Deputy Vice-Chancellor (Education)</p> <p>Head, Quality and Analytics, Deputy Vice-Chancellor (Education)</p> <p>Director, Digital Strategy, Information and Communications Technology</p> <p>Program Managers, Education Strategy</p> <p>Any others as determined by the Chair when necessary.</p>
QUORUM	A Chair plus half the members will constitute a quorum
SECRETARIAT	University Secretariat
MEETINGS	Monthly
REPORTING	University Executive
MINUTES	Available on SharePoint