# UE CURRICULUM AND COURSE PLANNING COMMITTEE

## TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>CURRICULUM AND COURSE PLANNING COMMITTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURPOSE</td>
<td>The University Executive (UE) Curriculum and Course Planning Committee will support the University to achieve its strategic aims by embedding research-enriched and community-engaged teaching and learning in a renewed curriculum; in furthering its social inclusion agenda; in recommending student load targets, and in overseeing the development and refinement of new and existing degree programs.</td>
</tr>
</tbody>
</table>
| TERMS OF REFERENCE | The purpose of UE Committees is to:  
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.  

The UE Curriculum and Course Planning Committee will:  
1. Oversee the University's curriculum reform agenda.  
2. Conduct an annual review of the student load and mix to ensure educational and financial sustainability, including proposing to UE University targets for recruitment and retention of low SES, Indigenous and rural and remote students.  
3. Monitor and report to UE on progress towards achieving the University's commitment to attracting and supporting promising students from a diversity of social and cultural backgrounds.  
4. Provide expert input into the Work Slate projects on curriculum development, degree levels and pathways, and assessment.  
5. Support curriculum renewal and best practice throughout the University.  
6. Review degree programs and make recommendations to UE for appropriate reform and improvement.  
7. Collaborate with the Academic Board in the development of a cycle of regular faculty curriculum reviews.  
8. Assess the strategic fit, business case and appropriateness of all new degree proposals and make recommendations to UE as to whether these proposals should be sent to the Academic Board for approval.  
9. Oversee, monitor and approve all student fees for degree programs.  

Relationship with University Executive:  
1. The UE Curriculum and Course Planning Committee will refer matters to the University Executive 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 Curriculum and Course Planning Committee will report to the University Executive after each meeting. |
Committee members have the responsibility to:

1. Harness energy and lead activity within this portfolio domain; within Faculties and within University Schools;
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 and University Schools the decisions and discussions of the Committee.

| CO -CHAIRS | Provost and Deputy Vice-Chancellor  
| Deputy Vice-Chancellor (Education) |
| MEMBERSHIP | Deputy Vice-Chancellor (Registrar)  
| Chair, Academic Board (or nominee)  
| Chief Financial Officer  
| Deputy Registrar (or nominee)  
| Director, Educational Innovation (or nominee)  
| Director, Global Student Recruitment  
| Director, Planning and Information Office  
| One nominee (Academic staff) from leadership teams of each Faculty and University School |
| ATTENDEES | General Counsel or nominee  
| Any others as determined by the Chair when necessary. |
| QUORUM | A Chair plus half the members will constitute a quorum. |
| SECRETARIAT | University Secretariat |
| MEETINGS | Monthly |
| REPORTING | University Executive |