Academic Standards And Quality Committee

Terms of Reference

The Academic Standards and Quality Committee will oversee high quality teaching and delivery standards at Academies Australasia Polytechnic (AAPoly). The Academic Standards and Quality Committee will monitor and ensure that structures and delivery of programs at the ELICOS, VET and Higher Education levels accord with appropriate regulations and standards and are aligned with AAPoly’s quality assurance principles and practice. The Academic Standards and Quality Committee is a sub-committee of the Academic Board (AB) and reports to the AB.

1. Membership of the Academic Standards and Quality (AS&Q) Committee

Membership
The AS&Q Committee will normally consist of eight members appointed for a period of two years plus the Chair of the Academic Board as ex-officio member. Members are eligible for re-appointment at the expiry of their terms of office up to a maximum of three terms (6 years). Members will be appointed from internal sources and will aim to be inclusive in its member attributes.

1.2 Chair
The Chair will be appointed by the Academic Board from amongst the academic leaders within the Higher Education, Vocational Programs or ELICOS departments.

1.3 External/Internal Status of Members
Members of the AS&Q Committee will be selected to enable optimum breadth of relevant experience, current relevant involvement and capacity to contribute to continuous improvement of academic quality and integrity.
Internal Members
The internal members of the AS&Q Committee will include the following:

- The Academic Faculty Heads of Higher Education, Vocational Programs and ELICOS (three (3) members)
- Academic Dean
- Chair, Teaching and Learning Committee
- Chair, Courses Committee
- The Chair of the Academic Board will be an ex-officio member of the Academic Standards and Quality Committee.

Other participants or guests
From time to time, guests can be invited to participate in topical discussions or presentations relevant to academic standards and quality. Guests are not considered in quorum and do not have voting rights.

1.4 When membership ceases
A person ceases to be a member of the AS&Q Committee if that person at any time during their term of office:

- resigns from the AS&Q Committee; or
- is absent from three consecutive meetings of the AS&Q Committee without having sought a leave of absence from the Chair; or
- is replaced by the Academic Board.

A person may be replaced by the Academic Board if they:

- no longer holds the relevant position that entitles that person to be on the AS&Q Committee; or
- in the case of an academic member, when (s)he ceases to be an academic staff member; or
- become incapable of effectively discharging their duties.

2. Function and composition of the Academic Standards and Quality Committee

2.1 Profile of the Academic Standards and Quality Committee
The Academic Standards and Quality Committee, working under the direction of the Academic Board, is responsible for monitoring the academic quality and integrity of teaching and learning through gathering comparative data on student performance and student experience and implementing strategies to improve.

For the effective functioning of the AS&Q committee, its members should collectively possess discipline-based knowledge, academic qualifications and knowledge of professional practice.
To meet these requirements, the composition of the AS&Q Committee will include members with a range of experiences, skills and expertise and networks including:

1. a mix of specialist, discipline-based knowledge and general academic expertise;
2. substantial experience in academic management, teaching and learning at higher education level, vocational program delivery, academic quality assurance and the setting of appropriate academic standards;
3. familiarity with academic governance and compliance within the regulatory environment;
4. familiarity and experience with industry relevant to AAPoly programs and the nature of the graduate employment market in the disciplines represented at AAPoly;
5. sound academic qualifications appropriate for their role.

3. Frequency of Meeting and Quorum

3.1 Regularly Scheduled Meetings

- The AS&Q Committee will normally meet four (4) times a year. The quorum for voting at a meeting is 50% plus one of the members, including the chair;
- The AS&Q Committee will be convened by the Chair or in their absence, a delegate (approved by the Academic Board);
- The calendar for scheduled meetings should be established at or prior to the first meeting of the year;
- The first meeting of the year will be set at the last meeting of the previous year.

3.2 Irregular Meetings

The Chair may at any time convene a special meeting and must do so if requested by:
- The Academic Board; or
- 50% of the members; or
- The AAPoly Board of Directors.

3.3 General Meeting Procedures

To facilitate attendance and effectiveness these procedures are normally to be followed:

1. Notice of meeting must be given at least four (4) working days in advance of the meeting specifying the date, time, venue and brief description of the business to be transacted at that meeting (an agenda).
2. Not later than two weeks after the meeting, the AS&Q Committee Chair must ensure that the meeting minutes highlighting items for consideration, are forwarded to the AS&Q committee members as soon as possible.

3. Not later than two weeks after each meeting, the AS&Q Committee Chair must forward to the Academic Board a report containing any items for consideration.

4. Minutes of every meeting must be kept and filed securely.

4. Duties and powers of the Academic Standards and Quality Committee

The Academic Standards and Quality Committee has the responsibility for the following:

1. Oversee the implementation of AAPoly’s quality assurance frameworks as they may apply to the development and delivery of programs and student experience.
2. Develop and implement data collection processes and systems to monitor student progress and completions, to inform academic quality and integrity.
3. Identify and participate in internal and external benchmarking, to improve the academic quality of AAPoly’s programs and to improve student experience.
4. Monitor and report to the Academic Board on all quality improvement initiatives and make recommendations to address areas of weakness or priority.
5. Report to the Academic Board on student progress, completions, attrition and intervention and progress of improvement plans.
6. Monitor examination and assessment practices and provide periodic reports to the Academic Board on the effectiveness of these processes and actions to address any key issues.
7. Function as the committee to hear student academic and non-academic misconduct, including plagiarism and cheating and student grade appeals.
8. Maintain the Student Academic and Non-Academic Misconduct Register
9. Ensure that the reporting to regulatory and compliance authorities are accurately and effectively discharged by the respective departments responsible.
10. Seek quality endorsements for AAPoly programs and ensure that existing quality endorsements are maintained.
11. Develop, monitor and publish quality metrics on academic quality and student experience.
Figure: Composition and Membership of the Academic Standards and Quality Committee

<table>
<thead>
<tr>
<th>Academic Standards &amp; Quality Committee</th>
<th>Chairperson</th>
<th>To be appointed by the Academic Board from amongst the academic staff within Higher Education, Vocational Programs or ELICOS</th>
<th>2 years</th>
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<tbody>
<tr>
<td>Faculty heads of Higher Education, VET and ELICOS (3 members)</td>
<td>Internal</td>
<td>2 Years</td>
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<td>Academic Dean</td>
<td>Internal</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Chair, Courses Committee</td>
<td>Internal</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Chair, Teaching and Learning</td>
<td>Internal</td>
<td>As required</td>
<td></td>
</tr>
<tr>
<td>Chair of Academic Board</td>
<td>Ex officio</td>
<td>As required</td>
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<tr>
<td><strong>Total number</strong></td>
<td><strong>Up to 8 members</strong></td>
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**Change Control**

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<td>• Creation of Terms of Reference</td>
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<td>05/02/2016</td>
<td>• Review of the terms of reference for consistency with other TORs</td>
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