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## COLLEGE EXECUTIVE COMMITTEE

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### TERMS OF REFERENCE

#### STANDING COMMITTEES OF THE COLLEGE EXECUTIVE COMMITTEE

- SEH Academic Development Committee.
- SEH Research Strategy Committee.

#### ROLE

The Executive Committee provides advice to the Pro Vice-Chancellor, Science, Engineering and Health on matters related to University operations and strategy.

#### PURPOSE

- Provide advice on all aspects of Education, Research and the student experience across the College.
- Provide recommendations to the Pro Vice-Chancellor on effective management of College operations, i.e. budget, profile, and workforce.
- Identify opportunities to improve the efficiency and effectiveness of the College; contribute to the development of strategies; and lead implementation to achieve these improvements.
- Consider recommendations from the Pro Vice-Chancellor's Executive team.
- Oversee sub-committee business including approvals of Higher Education and Vocational Education program proposals, Industry Advisory Committee membership, Minutes of sub-committees of Executive Committee.
- Contribute to development of College Plan, monitor progress and lead assigned activities to achieve objectives.

#### COMPOSITION

##### Members

- Pro Vice-Chancellor, Science, Engineering and Health – Chair
- Deputy PVC L&T
- Deputy PVC R&I
- Associate PVC - India
- Director Planning & Resources
- Director Infrastructure
- Executive Deans

##### Observer

- Human Resources Business Partner

##### At the discretion of the Pro Vice-Chancellor:

- further members may be co-opted to the Executive Committee; or
- other RMIT staff may be invited to attend as observers, and
- proxy members and individuals occupying the above roles in an acting capacity only are not permitted to attend unless expressly invited by the Pro Vice-Chancellor.

#### MEETINGS

Meetings will normally be scheduled once monthly (except for January) and with a duration of two hours per meeting. The first section of the meeting will usually include a University guest invited to share strategic direction from within their area. Relevant College guests will also be invited to the first section of the meeting.

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The second section of the meeting will allow for general discussion and planning for the Executive Group.

## **REPORTING**

Written reports will be submitted each meeting or monthly from the following:

- Associate Pro Vic-Chancellor (India)
- Executive Deans
- Deputy PVC's (L&T, R&I, International)
- Director Planning & Resources
- Director Infrastructure

## **GUEST SPEAKERS**

Guest speakers will be invited on an ad-hoc basis.

## **RECORDING OF ACTIONS**

Actions will be recorded by the Director, Planning and Resources for follow up by the relevant Executive member.

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