Academic Development Committee: Terms of Reference

Outcomes

The Academic Development Committee is a standing committee of the College of Science Engineering and Health Board.

The outcomes of the College Academic Development Committee will be advice and recommendations to the Policy and Programs Committee, College Board, and the Pro Vice-Chancellor, on areas associated with academic development in the College. It will link to the Policy and Programs Committee of the Academic Board.

Core Terms of Reference

- To make recommendations about development and implementation of the RMIT Learning and Teaching Strategy across the College.
- To recommend to the University Policy and Programs Committee new program and stream proposals, changes in program titles, major program amendments, implementation of offshore programs within the College, discontinuation of programs and streams, and articulation agreements.
- To approve new and amended student electives, and minor amendments to existing programs and courses within the College.
- To monitor, report on and to suggest improvements to the Program Quality Assurance processes in the College.
- To report on Quality Assurance processes, capability building activities and good practices in learning and teaching in the College.
- To coordinate feedback around learning and teaching and academic policies and procedures relating to VET, undergraduate and postgraduate coursework programs, to contribute to University level policy development.
- To disseminate information from relevant RMIT committees concerning learning and teaching and other academic issues to schools in the College.
- To monitor issues relating to the implementation of all student services, including international and off-shore, and advise the College on strategies to improve students’ learning by focusing on student support services, the learning environment, student feedback mechanisms and related policies.

Approvals

The College Board will approve Terms of Reference, membership and other requirements for the operation of this Committee. Terms of Reference and membership will be presented to College Board at the beginning of each academic year.

The College Board may approve the establishment of a sub-committee(s) or working group to consider particular matters, which may be reported directly to the College Board as well as this Committee, unless required otherwise by University policy. The Board will approve Terms of Reference and membership for any such sub-committee or working group.

Operation

The Committee may function through whole of committee meetings or through working groups. The membership of the working groups will be relevant to the tasks of the working group and may be drawn from the Committee and other experts.

Contentious matters will be referred to College Board for decision.
Chair
The Chair of the Committee will be appointed by the College Board (normally Associate Pro Vice-Chancellor, Learning and Teaching).

Deputy Chair
The Deputy Chair will be appointed by the Chair at the first meeting in each calendar year.

Secretary
The Committee Secretary shall have no voting or speaking rights except on the specific invitation of the Chair or by direction of the meeting.

Membership
Ex-officio
- Deputy Pro Vice-Chancellor, Learning and Teaching
- Deputy Director (TAFE)
- Deputy Head, Learning and Teaching (Higher Education Schools)
- Team Leader Program Development & Improvement
- Head of the Centre of Technology, RMIT Vietnam or nominee

Nominated Members
- The Learning and Teaching Leader from each TAFE School
- A College Board nominee
- A Head of School nominated by the Pro Vice-Chancellor (Science, Engineering and Health)
- A Student Services nominee
- An Academic Registrar nominee
- Co-opted members as required

Elected Student Representatives
- Two students enrolled in undergraduate Higher Education within the College
- One student enrolled in postgraduate Higher Education within the College
- One student enrolled in TAFE within the College

Co-opted Members
The Committee will have the power to co-opt members to provide required expertise. Such members shall have full speaking and voting rights.

Observers
The Committee will have the power to admit observers. Observers will have speaking but no voting rights and are not required to provide a formal apology when unable to attend a meeting.

Executive
- The Chair may authorise a meeting of an Executive of the ADC to facilitate business in a timely fashion.
- The Executive shall comprise the Chair or Deputy Chair, plus two members.
- Outcomes of executive meetings shall be included in the agenda of the next meeting of the Committee for ratification.
Quorum

- Quorum for a meeting shall consist of 50% of voting members.
- If no quorum is present, notes may be taken of the meeting however motions cannot be carried.
- In the absence of both the Chair and the Deputy Chair, a member elected by members present at the meeting shall preside.

Meetings

The Committee will meet at least six times per year, with meetings normally being held every month except January.

Minutes

Minutes of each meeting of the Committee will be submitted to the College Board and to the Policy and Programs Committee.

Eligibility

a. Nominated Members will hold office for a term of two years, and may be re-nominated at the end of their term.

b. In the event that a Nominated or Appointed Member resigns from the Committee or ceases to hold the office under which he or she was nominated or appointed, a new member shall be nominated from the appropriate category.

c. Student Representatives will hold office for a term of one year and will take office in January.

d. Where the number of student representative nominations exceed the prescribed number of representative positions in each category, a reasonable number of unsuccessful nominees, determined by random ballot, shall be classified ‘Reserve Student Representative’. Such student representatives shall have voting rights only if the total number of students attending a meeting of the Committee does not exceed the prescribed number of students in each category.

e. Co-opted members will hold office for a term of one year from the date they are co-opted to membership of the Committee, and may be co-opted for another term at the end of their current term.

Proxies

a. A member who is unable to attend a meeting of the Committee may nominate in writing to the Secretary of the Committee, not later than the advertised time of commencement of the meeting, another person to act as that member's proxy at the meeting.

b. A proxy must be eligible to be elected or nominated to or for the position held by that member - for example, the TAFE student member may be represented only by another eligible TAFE student.

c. A proxy may not be a current member of the Committee.

d. Any person nominated under sub-section (a) will be regarded as a member of the Committee for the purposes only of the meeting for which the person has been nominated.

e. A member will not be represented by a proxy at more than three meetings in any calendar year.

Operation Review

The committee will review the effectiveness of the operation of the committee annually. The committee will report annually through the Chair to the College Board against its terms of reference.