

Academic Program Committee

Terms of Reference

Advisory:

- (i) to review proposals for the University's schedule of courses and units, including proposals for new and amended courses and units, and for withdrawal of courses and units, and for advanced standing.
- (ii) to advise the Academic Board and, where appropriate, the Vice-Chancellor on trends and developments in advanced standing and when appropriate to make recommendations;
- (iii) to provide advice to assist faculties and schools in the development of courses and units
- (iv) to consider and report on any matter referred to the Committee by the Academic Board or the Vice-Chancellor; and
- (v) to ensure that recommendations and/or decisions of the Committee embody appropriate attention to quality assurance and are consistent with the UNE Strategic Plan, the Graduate Attributes Policy and other relevant UNE plans and policies.

Reports to:

Academic Board

Chaired by:

Pro Vice-Chancellor (Academic)

Membership:

Chair or Deputy Chair of the Academic Board
Director, Student Administration and Services or nominee
Director, Teaching and Learning Centre or nominee
Director, Planning and Institutional Research
University Librarian or nominee
Director, Information Technology Directorate, or nominee
Academic Directors

Faculty and School representatives will be invited to attend as necessary.

Co-option:

Where the membership does not include at least two women and two men, the Committee may invite additional members to achieve gender balance. The Committee may invite individuals to provide additional appropriate expertise as necessary.

Frequency of Meetings:

The Committee will typically meet eight times per year.

Self-Review:

Once in every twelve-month period, the Committee shall devote at least part of one meeting to a review of its policies, practices and procedures over the preceding 12 months.

Support: Information Management will provide support.