

University Course Planning Committee - Membership and Terms of Reference

Section 1 - Establishment

(1) Established by the Vice-Chancellor on 13 August 2002.

(2) The University Course Planning Committee is a committee of the Vice-Chancellor with responsibility for determining the course profile of the the University and for providing advice on the development of external partnerships in support of the course profile.

Section 2 - Membership

(3) The University Course Planning Committee (UCPC) shall comprise:

- a. Vice-Chancellor (Presiding Officer);
- b. Deputy Vice-Chancellor (Academic)
- c. Deputy Vice-Chancellor (Administration)
- d. Deputy Vice-Chancellor (Research, Development and Industry)
- e. Presiding Officer, Academic Senate
- f. Executive Deans
- g. Executive Director, Division of Library Services
- h. Executive Director, Division of Information Technology
- i. Executive Director, Division of Facilities Management
- j. Executive Director, Division of Student Administration
- k. Executive Director, Division of Student Services
- l. Executive Director, Division of Marketing and Communication
- m. Director, Centre for Enhancing Learning and Teaching
- n. Director, Planning and Audit

Section 3 - Terms of Reference

(4) The University Course Planning Committee shall:

- a. determine the the University's course profile, including additions or phase-out of courses, and variations to location, funding source, mode, type of offering (i.e. session or trimester based) or Faculty ownership of a course and any other variations (including phase-out of a specialisation, major or minor) that have resourcing implications;
- b. approve the the University's strategic plan for the development of its course profile;
- c. review the implementation of the the University's strategic plan for its course profile;
- d. consider and provide advice on proposals for external partnerships, new campuses and alternative modes of

delivery from the point of view of the course profile; and

- e. have the responsibility to refer to the Vice-Chancellor and the Budget Committee matters for which budget, equipment and capital works requirements, as they relate to the course profile, cannot be addressed within normal operating budget.

Status and Details

Status	Historic
Effective Date	22nd May 2014
Review Date	31st May 2018
Approval Authority	Vice-Chancellor
Approval Date	21st May 2014
Expiry Date	22nd December 2015
Unit Head	Cassandra Webeck University Secretary +61 2 6338 4258
Author	Megan Bond Manager, Academic Senate
Enquiries Contact	Office of Academic Governance +61 2 63384831