

# University Course Planning Committee - Membership and Terms of Reference

## Section 1 - Establishment

- (1) The University Course Planning Committee was established by the Vice-Chancellor on 13 August 2002.
- (2) The University Course Planning Committee is responsible for determining the course profile of 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 shall comprise:
- a. Provost and Deputy Vice-Chancellor (Academic) — Presiding Officer;
  - b. Deputy Vice-Chancellor (Students);
  - c. Deputy Vice-Chancellor (Research and Engagement);
  - d. Presiding Officer, Academic Senate;  
Executive Deans of Faculty;  
Pro Vice-Chancellor (Learning and Teaching);
  - e. Pro Vice-Chancellor, Global Engagement (Research and Partnerships);
  - f. Executive Director, Division of Library Services;
  - g. Executive Director, Division of Information Technology;
  - h. Executive Director, Division of Facilities Management;
  - i. Executive Director, Division of Student Administration;
  - j. Executive Director, Human Resources;
  - k. Executive Director, Division of Marketing and Communication;
  - l. Executive Director, Division of Finance;
  - m. Dean of Students;
  - n. Vice-President (Quality and Strategy), Avondale College; and
  - o. Director, Strategic Planning.

## Section 3 - Terms of Reference

- (4) The University Course Planning Committee shall:
- a. determine 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 University's strategic plan for the development of its course profile;
  - c. review the implementation of 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

<b>Status</b>	Current
<b>Effective Date</b>	23rd December 2015
<b>Review Date</b>	23rd August 2020
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	9th December 2015
<b>Expiry Date</b>	Not Applicable
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