

# Faculty Boards - Faculty of Arts - Membership and Terms of Reference

## Section 1 - Social Work Board of Studies

(1) The Social Work Board of Studies is an advisory body in relation to all accredited social work programs (2+2/Bachelor of Social Work and proposed four year courses).

### Part A - Membership

(2) Members include:

- a. Executive Dean, Faculty of Arts and Education or designated representative;
- b. Head of School of Humanities and Social Sciences;
- c. Professor of Social Sciences and Human Services;
- d. Discipline Coordinator;
- e. five Course Coordinators (Social Work, Social Work Honours, Social Welfare, Postgraduate and MSW (PQ));
- f. four external Representatives from Industry and the Australian Association of Social Workers (AASW);
- g. two elected Human Services Discipline Members (one must be a member of the AASW or have eligibility);
- h. Field Practicum Co-ordinator; and
- i. two Student Representatives.

(3) Membership for external members is for a period of four years from the time of acceptance of Board membership. To ensure continuity, half of the invited Board members will retire each two years. In the case of student representatives, their term of membership will be conditional upon their own student body requirements and on their progress through the course. The Board will meet twice a year, with the provision that one meeting be conducted via teleconference.

### Part B - Terms of Reference

(4) Monitor and provide advice to the Faculty on the undergraduate and postgraduate social work courses and subjects and sequences of study in social work.

(5) Provide advice to the Executive Dean on resources and staffing needs in social work.

(6) Oversee and provide advice to the Faculty on the teaching of social work programs and subjects.

(7) Provide advice to the Faculty on the development and accreditation of courses in social work and on liaison with professional bodies.

(8) Provide advice to the Executive Dean on the placement requirements and ways to best facilitate placement needs.

(9) Provide advice to the Executive Dean on industry linkages to facilitate student placements, student employment opportunities and cooperative research initiatives.

## **Section 2 - Board of Studies in Design, Media and Communication**

### **Part C - Membership**

(10) Members include:

- a. Executive Dean (or nominee) (Presiding Officer);
- b. Head, Communication;
- c. Head, Humanities and Social Sciences;
- d. Head, Visual & Performing Arts;
- e. Course Coordinators of courses assigned to the Board of Studies; and
- f. Presiding Officer, BA Courses Committee.

### **Part D - Terms of Reference**

(11) Monitor and provide advice to the Faculty on the delivery and development of the following courses:

- a. Post graduate courses in communication;
- b. Post graduate courses in visual and performing arts;
- c. Double degree programs in visual and performing arts and communication;
- d. BA (Communication) (all strands);
- e. BMedia Communication;
- f. BA (Acting);
- g. BA (Design for Theatre and TV);
- h. BA (Fine Art) [phasing out];
- i. BA (Graphic Design);
- j. BA (Multimedia);
- k. BA (Photography);
- l. BA (TV Production);
- m. Associate Degree in Jewellery; and
- n. Honours programs related to the above courses.

(12) Provide advice to the Faculty on the development of new courses in the fields of design, media and communication, including initial consideration of course documentation.

(13) Assist the Faculty to plan and implement the effective and efficient use of Faculty resources and equipment for the support of courses in design, media and communication, including providing advice on the preparation of annual equipment funding proposals.

## Section 3 - Board of Studies in Human Services

(14) The Board of Studies in Human Services is an advisory body in relation to all Human Services Courses other than Social Work and Corrections.

### Part E - Membership

(15) Members include:

- a. Executive Dean, Faculty of Arts and Education;
- b. Head of School of Humanities and Social Sciences;
- c. Professor of Social Sciences and Human Services;
- d. three Course Coordinators (Social Work, Social Welfare and Postgraduate);
- e. two Student Representatives;
- f. two Industry Representatives, as appropriate; and
- g. four human Services Discipline Members on rotation (other Human Services Discipline Members may be invited to attend when necessary for specific agenda items).

### Part F - Terms of Reference

(16) Monitor and provide advice to the Faculty on the development, accreditation and delivery of undergraduate and postgraduate courses in the human services.

(17) Provide advice to the Faculty on liaison with relevant professional bodies and on industry linkages to facilitate student placements and student employment opportunities and cooperative research initiatives.

(18) Assist the Faculty to plan for and implement the effective and efficient use of Faculty resources and equipment for the support of courses in the human services.

(19) Provide advice to the Executive Dean on practicum/placement requirements and ways to facilitate practicum/placement needs.

## Section 4 - Corrections Board of Studies

### Part G - Membership

(20) Members include:

- a. Executive Dean, Faculty of Arts and Education;
- b. Head of School Humanities and Social Sciences;
- c. Course Coordinator, Corrections;
- d. seven External Industry/Academic Representatives;
- e. three Charles Sturt University (the University) Academic Staff from relevant discipline areas nominated by the Executive Dean; and
- f. one Student Representative.

(21) Membership is for a period of three years from the time of acceptance of Board membership. To ensure continuity, half of the invited Board members will retire each eighteen months. In the case of the student representative, their term of membership will be conditional upon their own student body requirements and on their progress through the course. The Board will meet once a year, with the provision that, if required, an additional meeting will be conducted via teleconference.

## **Part H - Terms of Reference**

(22) Monitor and provide advice to the Faculty on postgraduate corrections courses and subjects and sequences of study in corrections.

(23) Provide advice to the Executive Dean on resources and staffing needs in corrections.

(24) Oversee and provide advice to the Faculty on the teaching of corrections programs and subjects.

(25) Provide advice to the Faculty on the development of further programs in corrections.

(26) Provide advice to the Executive Dean on industry linkages and cooperative research initiatives.

## **Section 5 - Course Sub-Committees**

(27) Sub-committees of the Courses Committee include:

- a. Theology;
- b. Policing and Justice Studies; and
- c. Bachelor of Arts.

## **Part I - Membership**

(28) The Membership of these Sub-committees is available from the Faculty office.

## **Part J - Terms of Reference**

(29) The Sub-committees shall have the following Terms of Reference:

- a. monitor the offering of courses assigned to the Committee and provide the Courses Committee of Faculty Board with advice on the development and enhancement of the courses;
- b. monitor, and provide advice to the Faculty on, the effectiveness of the courses assigned to the Committee in terms of their objectives and their relation to the mission and profile of the University and Faculty;
- c. seek external advice on the courses assigned to the Committee and provide the Faculty with advice in response to this; and
- d. prepare initial drafts of course documentation for courses assigned to the Committee for consideration by Faculty.

# Section 6 - Genetic Counselling Board of Studies

## Part K - Membership

(30) Members include:

- a. Executive Dean, Faculty of Arts and Education or nominee - Presiding Officer;
- b. the Course Coordinator, Genetic Counselling;
- c. Head, School of Humanities and Social Sciences;
- d. Head, School of Biomedical Sciences;
- e. a member of Academic Teaching Staff;
- f. one graduate student representative;
- g. Chair, Board of Censors of the Human Genetics Society of Australasia; and
- h. two Clinical Genetic Counsellors.

(31) The Board will also have power to co-opt additional members or to invite others to attend meetings as necessary. The genetic counsellor representatives will come from clinical service and at least one of them will have some background in University teaching.

## Part L - Terms of Reference

(32) To provide a formal line of communication between the Board of Censors/Human Genetics Society of Australasia (BoC/HGSA) and the University;

- a. to monitor course progress and development including current and proposed accreditation requirements; and
- b. to provide professional advice and support relevant to the education and training of accredited genetic counsellors.

## Part M - Meetings

(32) The Board will convene twice each year and will include at least one face-to-face meeting (usually to coincide with annual HGSA meetings/conferences/ workshops).

# Section 7 - Indigenous Education Centre (IEC) Board Established by Faculty Board on 6 March 2003 (FBA 03/43)

(33) The Indigenous Education Centre (IEC) Board was disestablished effective from 31 December 2004.

# Section 8 - Psychology Board of Studies

## **Part N - Membership**

(34) Members include:

- a. Sub-Dean, Psychology (Presiding Officer);
- b. members of the professoriate in psychology;
- c. Course Coordinators of accredited psychology programs and coordinator of psychology in the BA;
- d. Coordinators, psychology departments;
- e. one additional member of staff in psychology at Level A or B from each of the School of Humanities and Social Sciences and School of Social Sciences and Liberal Studies elected by and from departments;
- f. Heads of Schools of Humanities & Social Sciences and Social Sciences and Liberal Studies; and
- g. two student representatives.

(35) Membership is for a period of two years.

## **Part O - Terms of Reference**

(36) Monitor and provide advice to the Faculty on courses in psychology and subjects and sequences of study in psychology.

(37) Provide recommendations to the Faculty on classes of honours in psychology honours programs.

(38) Oversee assessment of psychology subjects and make recommendations to Faculty Assessment Committee on grades in psychology subjects.

(39) Provide advice to the Executive Dean on resources and staffing needs in psychology.

(40) Oversee and provide advice to the Faculty on the teaching of psychology programs and subjects so as to ensure effective use and integration of Faculty wide staffing and resources to support these programs.

(41) Provide advice to the Faculty on the development and accreditation of courses in psychology and on liaison with professional bodies.

(42) Provide advice to the Executive Dean on the SAL for psychology, including allocation of subjects and modes of subjects to Schools of the Faculty.

(43) Establish sub-committees for various purposes including for service teaching, assessment and honours and research degrees.

## **Section 9 - Teaching Development Committee**

### **Part P - Membership**

(44) Members include:

- a. Sub-Dean (Learning and Teaching) (Presiding Officer);
- b. Sub-Dean (Graduate Training);
- c. Sub-Dean (Research);

- d. Presiding Officer (or nominee) of each School Teaching Development Committee;
- e. one Head of School, nominated by the Executive Dean;
- f. one Senior Educational Designer; and
- g. one Learning Skills Advisor.

(45) The Committee will appoint a Deputy Presiding Officer from among its members.

## **Part Q - Terms of reference**

(46) Provide greater recognition of the role of learning and teaching in the Faculty.

(47) Act as a link between Schools, the Executive Dean and the University Curriculum, Learning and Teaching Committee so that effective communication is assured.

(48) Act as a forum for discussing ideas, issues and innovations regarding the University's approaches to Learning and Teaching.

(49) Devise policy and processes as required for the implementation of innovations in learning and teaching across the Faculty.

(50) Work with the Executive Dean, Heads of Schools and academic staff to identify and encourage good teaching practices in the Faculty and help to disseminate these.

(51) Facilitate trans-disciplinary connections and collaboration on the development and teaching of subjects within the Faculty.

(52) Foster the nexus between research and teaching.

(53) Empower members to play leadership roles in teaching and learning within Schools alongside Heads of Schools.

(54) Respect members' discretion when deciding the best mechanism for encouraging discussion on learning and teaching within their Schools.

(55) The Committee shall convene twice a year with the option of holding an extraordinary meeting when required.

## **Section 10 - Writer-in-Residence and Commissions Committee (Established FBA 91/45, 22.05.91)**

(56) This Committee was disestablished on 4 March 2004 (FBA 04/10).

## **Section 11 - Islamic Board of Studies**

(57) The Islamic Board of Studies is a Board of the Faculty of Arts and Education that provides advice and recommendations to the Faculty Board, the Faculty Courses Committee and the Faculty Assessment Committee in relation to the inclusion of Islamic content in Undergraduate and Postgraduate courses and subjects of the Faculty of Arts and Education and recommends the final grades to be awarded to students enrolled in subjects taught by the Centre for Islamic Studies and Civilisation.

## **Part R - Membership**

(58) The Islamic Board of Studies shall comprise the following members:

- a. Director, Centre for Islamic Studies and Civilisation - Presiding Officer;
- b. Deputy Director, Centre for Islamic Studies and Civilisation - Deputy Presiding Officer;
- c. all Centre for Islamic Studies and Civilisation adjunct academic staff; and
- d. all of the members of the Islamic Sciences and Research Academy (ISRA) Academic Advisory Committee.

## **Part S - Term of Membership**

(59) Membership to the Board of Studies will be current while individuals fulfil the role of Director or Deputy Director of the Centre or remain a member of the adjunct staff or a member of ISRA.

## **Part T - Membership of Faculty of Arts Faculty Boards and Committees**

(60) The Director, Centre for Islamic Studies and Civilisation, or a nominee of the Islamic Board of Studies, shall be appointed to the membership of the Faculty of Arts Courses Committee, Faculty Assessment Committee and the Faculty Board.

## **Part U - Terms of Reference**

(61) The Islamic Board of Studies is a committee of the Faculty of Arts and Education. It has the same status as a School Board. The Board is responsible for:

- a. monitoring the development and implementation of Islamic content in undergraduate and postgraduate subjects and courses within the Faculty of Arts and Education;
- b. recommending to the Faculty of Arts Courses Committee the approval of subjects that are taught by the Centre for Islamic Studies and Civilisation;
- c. considering the grades to be awarded to students enrolled in subjects taught within the Centre for Islamic Studies and Civilisation and recommending, to the Faculty Assessment Committee, the final grade to be awarded to these students;
- d. receiving and considering applications for reviews of grades submitted by students enrolled in subjects taught within the Centre and recommending to the Faculty Assessment Committee the grade to be awarded. (Note: in recommending a decision to the Faculty Assessment Committee, it will ensure that all components of the assessment have been included in the final grade, that these components have been added correctly and that any other matters raised by the applicant have been addressed - refer to clause 55 of the Assessment Policy);
- e. monitoring compliance with Academic Senate and Faculty assessment policy as required by the Faculty Assessment Committee;
- f. being the principal academic body of the Centre, accountable for the quality of teaching, research and scholarship in the Centre;
- g. exercising its authority in enrolment and other academic matters as prescribed in the Academic Regulations;
- h. establishing such sub-committees as are deemed necessary to conduct the tasks delegated; and
- i. submitting the minutes or a report of its proceedings to the Faculty Board.



## **Part V - Meetings**

(62) Meetings of the Board will be convened as required, including at the end of each session when it will recommend the final grades to be awarded to students enrolled in subjects taught by the Centre to the Faculty of Arts Assessment Committee. In order to provide feedback and allow sufficient time for any changes, meetings are to be held at least 10 days prior to the relevant Faculty Courses Committee, Faculty Assessment Committee or Faculty Board meetings.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	24th May 2014
<b>Review Date</b>	31st July 2018
<b>Approval Authority</b>	Academic Senate
<b>Approval Date</b>	23rd May 2014
<b>Expiry Date</b>	31st May 2017
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