

Academic Senate - Faculty Courses Committees - Membership and Terms of Reference

Section 1 - Membership

(1) Membership of the Faculty Courses Committee shall be as determined by the Executive Dean, with the exception that the Curriculum, Learning and Teaching Committee will appoint one person, from a different Faculty, who shall have a right of audience and debate on the committee. Where members are to be elected, these elections shall follow the timelines and procedures for elections to committees of the Academic Senate.

Faculty of Arts Courses Committee

(2) Members:

- a. Executive Dean or nominee (Presiding Officer);
- b. Associate Dean
- c. Head of Schools
- d. Presiding Officers of other Courses Committees in the Faculty (including the Presiding Officers of the Board of Studies in Psychology and the Board of Studies in Social Work)
- e. Sub-Dean (Learning and Teaching)
- f. Sub-Dean (Graduate Training)
- g. Course Director of the Faculty

Faculty of Business Courses Committee

(3) Members:

- a. The Executive Dean, Faculty of Business or nominee (Presiding Officer);
- b. Associate Dean (Courses);
- c. Head of Schools;
- d. Presiding Officer of MBA Board of Studies;
- e. all Course Directors;
- f. Up to five academic staff nominated by the Faculty Board from the Schools of the Faculty in order to address any perceived lack of representation from areas not represented by any Courses Manager; and

(4) Right of Audience and Debate:

- a. Subject Convenor Learning and Teaching
- b. Faculty Manager;
- c. Faculty Courses Manager;
- d. Courses Administrative Officers;
- e. Appropriate Course Coordinator to speak to courses under consideration;
- f. An alternate academic staff member from each School of the Faculty (to be nominated by the Head of School)

may attend meetings with the right of audience and debate if the School member nominated by the Faculty Board is unable to attend; and

g. Manager, TAFE and Corporate Partnership

(5) Secretary to the Committee shall be the Governance Officer, Office of Academic Governance.

(6) The Committee shall meet four times a year.

Faculty of Education Courses Committee

(7) Members:

- a. Executive Dean or nominee (Presiding Officer);
- b. Associate Dean Teacher Education;
- c. Associate Dean Courses;
- d. Sub-Dean Learning and Teaching
- e. Head, School of Education or nominee;
- f. Head, School of Teacher Education's or nominee;
- g. Head, School of Information Studies or nominee;
- h. Head, School of Indigenous Australian Studies or nominee;
- i. Director, Professional Experience Unit;

The following nominees who are not to be office bearers in the Curriculum, Learning and Teaching (CLT) portfolio — including Course Directors:

- j. Academic staff member from the School of Education (Wagga Wagga Campus) nominated by Faculty Board;
- k. Academic staff member from the School of Education (Albury Campus) nominated by Faculty Board;
- l. Academic staff member from the School of Teacher Education (Bathurst Campus) nominated by Faculty Board;
- m. Academic staff member from the School of Teacher Education (Dubbo Campus) nominated by Faculty Board;
- n. Academic staff member from the School of Teacher Education (Ontario Campus) nominated by Faculty Board;
- o. Academic staff member from the School of Information Studies nominated by Faculty Board;
- p. Academic staff member from the School of Indigenous Australian Studies nominated by Faculty Board.

(8) The right of audience and debate has been granted to:

- a. Member of the Curriculum, Learning and Teaching Committee from a different Faculty;
- b. All Faculty Course Directors and Course Coordinators.

(9) The following alternate academic staff members, to be nominated by the Head of School, may attend meetings with the right of audience and debate if the School member nominated by the Faculty Board is unable to attend:

- a. Representative from School of Education (Wagga Wagga Campus)
- b. Representative from School of Education (Albury Campus)
- c. Representative from School of Teacher Education (Bathurst Campus)
- d. Representative from School of Teacher Education (Dubbo Campus)
- e. Representative from School of Teacher Education (Ontario Campus)
- f. Representative from School of Information Studies
- g. Representative from School of Indigenous Australian Studies

Faculty of Science Courses Committee

(10) Members:

- a. Associate Dean (Presiding Officer);
- b. Executive Dean or nominee;
- c. Head, School of Agricultural and Wine Sciences;
- d. Head, School of Biomedical Sciences;
- e. Head, School of Community Health;
- f. Head, School of Environmental Sciences;
- g. Head, School of Nursing, Midwifery and Indigenous Health;
- h. Head, School of Animal and Veterinary Sciences;
- i. Head, School of Dentistry and Health Sciences;
- j. One Course Director or nominee of Head, School of Agricultural and Wine Sciences;
- k. One Course Director or nominee of Head, School of Biomedical Sciences;
- l. One Course Director or nominee of Head, School of Community Health;
- m. One Course Director or nominee of Head, School of Environmental Sciences;
- n. One Course Director or nominee of Head, School of Nursing, Midwifery and Indigenous Health;
- o. One Course Director or nominee of Head, School of Animal and Veterinary Sciences;
- p. One Course Director or nominee of Head, School of Dentistry and Health Sciences;
- q. Sub-Dean Learning & Teaching;
- r. Sub-Dean Partnerships and Pathways;
- s. Sub-Dean Professional Placements;
- t. Associate Dean Research, Honours and Graduate Studies;
- u. Curriculum, Learning and Teaching Committeeminee, and
- v. The Faculty representative on the Curriculum, Learning and Teaching Committee.

(11) In addition to the above members, the Presiding Officers of all individual Courses Committees within the Faculty, the Course Coordinators/Advisers and the Course Quality Officer are granted right of audience and debate at Faculty Courses Committee meetings.

(12) Course Directors not appointed as members of the Courses Committee are also granted the right of audience and debate at Faculty Courses Committee meetings.

Section 2 - Terms of Reference

(13) The Faculty Courses Committee shall have delegated authority from the Academic Senate with respect to all courses except Master Research Programs and Research Doctoral Programs, to:

- a. approve or otherwise proposals for new or revised courses, specialisations, majors and minors (and the subjects that comprise them) for addition in appropriate cases to the University Register of Awards and Courses (NOTE:Academic Senate has delegated to the Faculty Smart Learning Courses Leadership and Management Committees and the University Smart Learning Leadership and Management Committee authority for the approval of course and subject matters relating to early adopting courses in the Smart Learning process);
- b. ensure that documentation for new or revised courses, specialisations, majors and minors (and the subjects that comprise them) include all certifications or attestations required to demonstrate conformity with Academic Senate and Faculty policies and procedures designed to ensure the quality of such courses, specialisations,

majors and minors including their relevance to the professions and industries they serve;

- c. ensure that details of courses and subjects approved in documentation before it are consistent with the official, advertised content of these courses and subjects published in the University Handbooks, CASIMS and other official publications and systems;
- d. provide advice to members of the Faculty on course planning matters; and
- e. provide advice to staff of the University involved in the administration of courses approved by the Faculty, including clarification where required of approved course documentation.

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