

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

Section 1 - Membership

(1) Membership of the Faculty Courses Committee shall be:

- a. Associate Dean, Academic - Presiding Officer;
- b. Sub Dean Learning and Teaching;
- c. Heads of Schools of the Faculty;
- d. one person from each School of the Faculty, elected by the School Board, and an alternate member for each elected member;
- e. 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;
- f. staff from the Division of Student Learning involved in Smart Learning course approvals, as nominated by the Director, Smart Learning, will be granted the right of audience and debate at meetings;
- g. Faculty Courses Manager and Faculty Subjects Manager will have right of audience and debate at meetings; and
- h. Course Directors of the Faculty will have right of audience and debate.

(2) The Secretary to the Committee shall be the Governance Officer, Office of Governance and Corporate Affairs.

Section 2 - Terms of Reference

(3) The Faculty Courses Committee shall have 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](#). This includes courses and subjects developed 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 Handbook](#), 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.

Status and Details

Status	Historic
Effective Date	7th September 2016
Review Date	7th May 2021
Approval Authority	Academic Senate
Approval Date	10th August 2016
Expiry Date	21st September 2016
Unit Head	Cassandra Webeck University Secretary +61 2 6338 4258
Author	Nicholas Drengenberg Deputy Director Governance and Academic Secretary +61 2 63384831
Enquiries Contact	Office of Governance and Corporate Affairs +61 2 63384207