

Indigenous Education Steering Committee - Membership and Terms of Reference

Section 1 - Purpose

(1) The purpose of the Indigenous Education Steering Committee is to assist the Deputy Vice-Chancellor (Research and Engagement) to monitor and provide strategic leadership as it relates to Indigenous peoples' access, participation and success in education at Charles Sturt University (the University), and their engagement as leaders in education at the University.

Section 2 - Membership

(2) Membership of the Committee will be:

- a. Deputy Vice-Chancellor (Research and Engagement) as Presiding Officer;
- b. Pro Vice-Chancellor (Indigenous Education);
- c. Dean of Students;
- d. Representative of the Executive Deans;
- e. Director, Inclusion and Indigenous Strategic Practice Leader, Office for Students; and
- f. Head of School of Indigenous Australian Studies.

(3) The Presiding Officer will set the agendas for Committee meetings and the Presiding Officer (or in his or her absence, the Pro Vice-Chancellor (Indigenous Education)) will lead all regular sessions of the Committee.

Section 3 - Principal Responsibilities

(4) The Deputy Vice-Chancellor (Research and Engagement) through the Indigenous Education Steering Committee will:

- a. monitor and evaluate the quality of and efficacy of strategies used to enhance Indigenous people's access, participation and success in the University's educational programs and initiatives;
- b. monitor and evaluate the quality of and efficacy of strategies used to enhance Indigenous people's access, participation and success with employment at the University;
- c. direct and monitor the strategic use of government Indigenous funds, and compliance with government requirements associated with the use of those funds;
- d. receive reports as frequently as appropriate on outcomes relevant to Indigenous education including significant:
 - i. deviations from strategic intent and standards;
 - ii. corrective and preventative actions; and
 - iii. other matters deemed relevant by the Committee;
- e. receive reports as frequently as appropriate summarising significant activities undertaken to enhance Indigenous Education, including the results of internal quality compliance audits conducted;

- f. invite and receive discussion or proposal papers from the University community and external stakeholders towards informing the work of the Committee;
- g. receive a report at least once a year on the strategic use of funds in support of research or Indigenous issues, research relevant to Indigenous communities, and research conducted by Indigenous researchers;
- h. provide advice or recommendations to the Vice-Chancellor's Leadership Team on strategic directions for Indigenous education.

Section 4 - Meetings

(5) The Indigenous Education Steering Committee will meet quarterly.

(6) All Committee members are expected to attend each meeting in person or through other approved means such as teleconferencing or video conferencing.

(7) Meetings will be chaired by the Deputy Vice-Chancellor (Research and Engagement), and in his or her absence by the Pro Vice-Chancellor (Indigenous Education).

(8) The notice of agenda of a meeting will include relevant supporting papers.

(9) The Indigenous Education Steering Committee may invite non-members to attend to inform the agenda and consult with others or seek any information it considers necessary to fulfil its responsibilities.

(10) The Committee may convene working groups to consider particular issues as it considers desirable from time to time.

(11) The Deputy Vice-Chancellor (Research and Engagement) will escalate committee decisions to the Vice-Chancellor's Leadership Team where necessary.

Conflicts of Interest

(12) Committee members or invitees will be invited to disclose conflicts of interest at the commencement of each meeting.

(13) Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from committee discussions on the issue where conflict exists.

Secretariat Duties

(14) The Administrative Assistant to the Pro Vice-Chancellor (Indigenous Education) will act as the Secretary to the Indigenous Education Steering Committee.

(15) The Secretary will assist the Presiding Officer to develop and distribute agendas, papers, minutes and calendar.

Minutes

(16) Minutes shall be prepared, approved by the Presiding Officer and circulated to the members within one week of a meeting.

Status and Details

Status	Current
Effective Date	24th April 2016
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Approval Date	22nd April 2016
Expiry Date	Not Applicable
Unit Head	Heather Urwin Deputy Vice-Chancellor (Research and Engagement) +61 2 6933 4237
Author	Mary Kelly Deputy Vice-Chancellor (Research, Development and Industry)
Enquiries Contact	Heather Urwin Deputy Vice-Chancellor (Research and Engagement) +61 2 6933 4237