

Academic Senate - Course Design Leadership Committee - Membership and Terms of Reference

Section 1 - Establishment

(1) The Course Design Leadership Committee was established by the Academic Senate on the recommendation of the Deputy Vice-Chancellor (Academic), Presiding Officer of the Curriculum, Learning and Teaching Committee.

Background

(2) Charles Sturt University (the University) has a responsibility to ensure good governance for the design, accreditation and review of its courses.

(3) An external review of the Smart Learning in November 2017 recommended that the Smart Learning Executive be replaced by a Course Design Leadership Committee. This recommendation was endorsed by the Vice-Chancellor's Leadership Team in December 2017.

Purpose

(4) The purpose of the Course Design Leadership Committee is to provide oversight and continuous improvement for the course review, design and accreditation processes at the University.

Section 2 - Glossary

(5) For the purpose of this document:

- a. The Committee – means the Course Design Leadership Committee.

Section 3 - Membership

(6) The membership of the Committee shall be as follows:

- a. Pro Vice-Chancellor (Learning and Teaching)* (Presiding Officer);
- b. Director, Learning Design, Division of Learning and Teaching*;
- c. Director, Learning Academy, Division of Learning and Teaching*;
- d. Chairs of the Faculty Courses Committees*;
- e. two Course Directors* from each Faculty, ensuring a mix of discipline representation;
- f. Sub Deans (Workplace Learning)* from each Faculty or a nominee who can represent the Faculty on professional accreditation matters; and
- g. other relevant officers of the University, as determined by the Deputy Vice-Chancellor (Academic).

Note: *These membership positions are deemed to be 'regular membership' positions with full voting rights.

Section 4 - Functions and Responsibilities

(7) The Committee will be responsible for the oversight and continuous improvement of the course review, design and accreditation processes at Charles Sturt University (the University).

Member Responsibilities

(8) Members of the Committee shall have responsibility for:

- a. providing advice and overseeing the implementation of relevant University policy including:
 - i. Course Design and Delivery Policy (in development); and
 - ii. [Course Accreditation Policy](#);
- b. supporting the work of the Faculty Courses Committee, including work related to compliance with the [Higher Education Standards Framework \(Threshold Standards\) 2015](#) for courses; and
- c. overseeing the continued implementation of course design and development work (including the work previously known as Smart Learning).

Advisory Role

(9) The Committee shall have responsibility for:

- a. providing advice on policy, procedures and/or practices relating to the professional accreditation of Charles Sturt University courses; and
- b. providing advice on University systems for course design and development, including systems integration issues.

Section 5 - Meetings

(10) A regular member may appoint another person to attend a meeting or meetings on their behalf, or to act on their behalf for a specified timeframe. A person so appointed will be deemed to be a regular member of the Committee for the specified time and may vote as a regular member.

Quorum

(11) Quorum will be half plus one of the full membership of the Committee.

Meetings

(12) Meetings will occur five times per year in alignment with the Curriculum, Learning and Teaching Committee so that matters can be referred between committees.

Agendas and Minutes

(13) Agendas are circulated to the Committee one week prior to the Committee Meeting.

(14) Minutes of the Committee meeting are circulated to Committee members following the meeting. Minutes of the meeting are reported to the Curriculum, Learning and Teaching Committee.

(15) Agendas and Minutes of the Committee shall be published on the appropriate University webpage for the information of the Academic Senate and University generally.

Conflicts of Interest

(16) Where a member has a perceived or material conflict of interest, they must declare this to the Chair and at the Committee meeting prior to discussion of the item of business.

Variation

(17) Variations to the membership and/or functions and responsibilities of the Committee must be approved by the Academic Senate.

Status and Details

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