

'University Courses Committee Standing Committee' - Membership and Terms of Reference

Section 1 - Establishment

(1) The University Courses Committee Standing Committee was established by the Academic Senate in its current version on 6 March 2019 (AS 19/011).

Background

(2) The University Courses Committee is sometimes required to make decisions on urgent matters between meetings of the full committee. The Standing Committee performs that function.

Purpose

(3) The purpose of the University Courses Committee Standing Committee is to make decisions on urgent matters between meetings of the full committee, and to perform other functions as detailed in Section 4 below.

Section 2 - Glossary

(4) For the purpose of this document:

- a. Committee - means University Courses Committee
- b. Standing committee - means University Courses Committee Standing Committee

Section 3 - Membership

(5) The members of the standing committee shall be:

- a. the Chair, University Courses Committee - Chair;
- b. the Pro Vice-Chancellor (Learning and Teaching); and
- c. three members of the University Courses Committee nominated by the committee.

Section 4 - Functions and Responsibilities

(6) The University Courses Committee Standing Committee shall:

- a. meet to decide urgent matters which arise between meetings of the University Courses Committee, and when it is not practical to convene a full meeting of the committee; and
- b. assist the University Courses Committee in the development of agendas and annual workplans.

Section 5 - Meetings

Quorum

(7) A quorum shall be a majority, i.e., half the entire membership plus one.

Meetings

(8) Meetings shall be scheduled as required.

Agendas and Minutes

(9) Agendas and minutes shall be prepared by Governance Services, Office of Governance and Corporate Administration.

Conflicts of Interest

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

Variations

(11) Variations to the terms of reference and/or membership of the University Courses Committee Standing Committee must be approved by the Academic Senate.

Status and Details

Status	Current
Effective Date	16th September 2019
Review Date	16th September 2022
Approval Authority	Academic Senate
Approval Date	3rd September 2019
Expiry Date	Not Applicable
Unit Head	Anthony Heywood University Secretary
Author	Ingrid Pulley
Enquiries Contact	Office of Governance and Corporate Administration +61 2 63384207