

# 'Academic Quality and Standards Committee Standing Committee' - Membership and Terms of Reference

## Section 1 - Establishment

### Background

(1) The Academic Quality and Standards Committee Standing Committee was established by Academic Senate in its current version on 17 April 2024 (AS191/9).

### Purpose

(2) The purpose of the Academic Quality and Standards Committee Standing Committee (standing committee) is to make decisions on urgent matters between meetings of the full Academic Quality and Standards Committee (AQSC), and to perform other functions as detailed in Section 3 below.

## Section 2 - Membership

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

- a. Chair, AQSC (chair)
- b. Director, Academic Quality and Standards
- c. three members of the AQSC nominated by the AQSC.

## Section 3 - Functions and responsibilities

(4) The standing committee will:

- a. make decisions on routine matters, not requiring substantive discussion
- b. meet to decide urgent matters which arise between meetings of the AQSC and when it is not practical to convene a full meeting of the AQSC.

## Section 4 - Meetings

### Quorum

(5) A quorum shall be a majority; that is, half the entire membership plus one.

### Meetings

(6) Meetings shall be scheduled as required and normally held via flying minute.

## **Agendas and minutes**

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

## **Conflicts of interest**

(8) Where a member has an actual, potential or perceived conflict of interest, they must declare this to the chair and at the standing committee meeting before discussion of the item of business.

## **Variations**

(9) Variations to the terms of reference and/or membership must be approved by the Academic Senate.

# **Section 5 - Glossary**

(10) Nil.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	2nd May 2024
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<b>Unit Head</b>	Anthony Heywood University Secretary
<b>Author</b>	Kim Sharp Governance Officer
<b>Enquiries Contact</b>	Office of Governance and Corporate Administration +61 2 63384207