UNIVERSITY OF MELBOURNE

Academic Programs Committee

A committee of the Academic Board

Composition and Terms of Reference

1. Membership

President of the Academic Board

Vice-President of the Academic Board or the Deputy Vice-President of the Academic Board

Provost or Pro Vice-Chancellor (Teaching and Learning) or nominee

Academic Registrar (or nominee)

Chair of the Teaching and Learning Quality Assurance Committee (when not the President of the Academic Board)

Chair of the Teaching and Learning Development Committee (or nominee)

Chair of the Selection Procedures Committee (or nominee)

Chair of Melbourne Model Committee (or nominee)

Six members of the Board elected by the Academic Board for a term of three years; two members to retire each year

Three members of the academic staff not being members of the Academic Board, elected by the Academic Board for a term of three years; one member to retire each year

A Faculty or Graduate School Manager nominated by the President, Academic Board

The President of UMSU or nominee and one additional nominee

The President of GSA or nominee and one additional nominee

Up to six members of the Academic Board appointed as members of the Committee by the President of the Academic Board for a term of up to two years in order to take into account matters such as the balance of membership by discipline

Up to three additional members, not being members of the Academic Board, nominated for a term of up to two years by the President of the Academic Board having regard to gender balance and disciplinary expertise of the membership.

2. Chairperson

Academic Board must appoint a person to chair the Committee for a period of up to two years. A person so appointed will be eligible for re-appointment. Academic Board must also appoint a Deputy Chairperson, in consultation with the Chairperson.

3. Quorum

A quorum for the committee is 30% of the current membership.

4. Terms of Reference

4.1 The Academic Programs Committee, on its own initiative or on referral from the Board, will develop policies relating to all courses, including teaching and learning practices, for approval by the Board, taking into account national and international best practice in order to ensure that academic programs are of the highest quality and standards.

4.2 The Academic Programs Committee shall regularly monitor compliance with the policies referred to in 4.1 and, where appropriate, shall make recommendations to the Academic Board.

4.3 The Academic Programs Committee, on its own initiative or on referral from the Board, shall determine criteria to be used by faculties in the development of proposals for new courses.

4.4 In accordance with Statute 5.4, Academic Board guidelines and principles developed by the Committee, the Academic Programs Committee shall review and, as appropriate, make recommendations to the Board on all proposed new courses, discontinuation and/or suspension of courses.

4.5 In accordance with Statute 5.4, with Academic Board guidelines and with principles developed by the Committee, the Academic Programs Committee shall review and, as appropriate, make recommendations to the Board for major changes to courses.

4.6 The Academic Programs Committee shall advise the Board on proposals for the suspension of subjects, which require approval by Council under Statute 5.4.14.

4.7 The Academic Programs Committee shall be responsible for monitoring delegations to faculties, graduate schools and course standing committees to ensure that they are regularly reviewing the appropriateness of existing courses and the delegated responsibility for approving minor course changes.

4.8 The Academic Programs Committee shall monitor non-award courses at undergraduate and postgraduate level offered under the name of the University of Melbourne and, as required, develop policies regarding these programs for approval by the Academic Board.

4.9 The Academic Programs Committee shall monitor policies regarding the University of Melbourne Extension Program for approval by the Academic Board.

4.10 The Academic Programs Committee may from time to time make recommendations to amend these terms of reference or the specification of its delegated authorities or to provide for the regulation of its own procedures.

5. Reporting

The Academic Programs Committee will report to Academic Board after each meeting.

6. Secretariat

The Academic Secretary, or nominee, will provide secretariat support to the committee.