

La Trobe University  
 Academic Board  
**ACADEMIC QUALITY COMMITTEE**

## Establishment

This committee was established as a sub-committee of Academic Board 9 February 2011 (*min ref. 446.4.1*). Constitution and terms of reference revised and approved 8 October 2014 (*min ref. 476.4.2, AB14/146(M)*); 13 May 2015 (*min ref. 479(iv)(c), AB15/40(M)*); 8 June 2016 (*min ref. 488.3.1, AB16/61(M)*); 12 October 2016 (*min ref. 491(iv)(b), AB16/102(M)*), 8 March 2017 (*min ref 494.4.3, AB17/38(M)*) and 10 February 2021 (*min ref 525.9, AB21/10(M)*) and by Academic Board Executive Committee 21 April 2021 (*min ref 55.3, ABEC21-20(M)*).

## Membership

Composition	Member	Appointment status
<b>A</b> Deputy Chair of the Academic Board (Chair)	Professor James Walker	Ex-Officio
<b>B</b> Director, Quality and Standards or nominee	Ms Amanda Carr	Ex-Officio
<b>C</b> Director, Education Services or Nominee	Associate Professor Lisa Cary	Ex-Officio
<b>D</b> Executive Director, Planning and Governance or nominee	Dr Paul Ramage	Ex-Officio
<b>E</b> Four Academic Board nominees with experience in policy compliance and an understanding of the Higher Education Standards Framework – two from each College: College of Arts, Social Sciences and Commerce College of Science, Health and Engineering	Dr Sarah Midford Vacant Dr Jodi Oakman (Deputy Chair) Vacant	Nominated
<b>F</b> Director, Student Administration or nominee	Mr Fotios Lampropoulos	Ex-Officio
<b>G</b> A nominee of the Deputy Vice-Chancellor (Education)	Dr Darren Henry	Nominated
<b>H</b> A nominee of the Deputy Vice-Chancellor (Research and Industry Engagement)		
<b>I</b> A member of each College Education Team, nominated by the College. College of Arts, Social Sciences and Commerce College of Science, Health and Engineering	Mr Brad Gascoigne Ms Tania Blanksby	Nominated
<b>J</b> Two student nominees: nominated through a collaborative process involving each of the five (5) University Campus Student Union/Associations and with due regard to gender and location	Vacant	Nominated
<b>K</b> Co-opted members		Co-opted

## Term of Office

Three years for category E. One year for category J.

The Committee may co-opt any member of the University community where particular expertise is required. The term of membership will be one year (renewable).

## **Role / Terms of Reference**

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### **Purpose**

As enunciated in the Terms of Reference.

### **Terms of Reference**

The Committee will support the Academic Board in its role of assuring the quality and standards of the academic activities of the University by fulfilling the following functions:

1. Monitoring institutional compliance with key academic policies through reports from the policy owners on selected performance measures.
2. Providing advice to the Board on reports and recommended actions related to policy compliance and effectiveness of procedures.
3. Monitoring the academic policy framework and its compliance with the Higher Education Standards Framework, facilitating, through governance processes, appropriate additions and revisions to policies.
4. Receiving annual self-reviews from sub-committees of Academic Board, and, where appropriate, making recommendations to the Board on matters arising from those reviews.
5. Receiving and reviewing reports relating to third-party delivery of La Trobe programs on matters relevant to academic standards, quality and compliance with the Higher Education Standards and academic policies, and reporting on these to Academic Board.
6. Providing advice to Academic Board on matters relating to the University's registration with the Tertiary Education Quality and Standards Agency.
7. In relation to any of the above, advising the Board on recommendations for management action.
8. Considering any other academic quality matter, as determined by the Academic Board, the Vice-Chancellor or Council.

### **Reporting**

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

### **Quorum**

50% of the membership.

### **Deputy Chair**

The Deputy Chair is normally appointed from among academic members of the Committee, and in the absence of the Chair, will assume the same rights and responsibilities accorded to the Chair, including attendance at Academic Board meetings to speak to the Report of the Committee.

### **Frequency of meetings**

4 times per year or as required.

### **List of any sub-committees**

None.

### **Secretariat**

Governance and Policy Services

## Contact person

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