

La Trobe University
Academic Board
Curriculum, Teaching and Learning Committee

PROGRAMS COMMITTEE

Terms of Reference

This committee was established as a sub-committee of Academic Board May 2009 (Academic Board minute 431.4.1). For powers refer to Statute 7 – The Academic Board, Section 2(1)(a)-(e),(h).

Composition

- A Nominee of the Chair, Curriculum, Teaching and Learning Committee (Chair)
- B Five members of academic staff, one from each Faculty, nominated by the Dean
- C Director, Academic Services
- D A Faculty Registrar, nominated by the Deputy Vice-Chancellor
- E A student representative, nominated by the SRC

The committee may co-opt any member of the University community where particular expertise is required. The committee may also invite other persons to attend particular meetings to advise the committee or participate in debate.

Membership

- A Dr Julie Jackson, Pro Vice-Chancellor (Quality Enhancement)
- B Professor Noel Gough, Associate Dean (Academic), FED
- B Dr David Wilkinson, Associate Dean (International), FLM
- B Dr Sherrie Wentworth, Lecturer, School of Human Biosciences, FHS
- B Dr Carlos Uxo, Lecturer, Spanish Program, FHSS
- B Dr Vilma Stanisich, Senior Lecturer, Microbiology, Life Sciences, FSTE
- C Mr Bruce Carboon
- D Ms Raelene Reece
- E Mr Jesse Marshall

Co-opted membership

Ms Liz Stinson Director, La Trobe International

Terms of reference

1. To consider and advise Academic Board, via the Curriculum, Learning and Teaching Committee, on all proposals for new or substantially changed courses or new instances of existing courses.
2. To establish criteria for reviewing courses and to monitor course reviews.
3. To receive and consider applications for closure or suspension of courses and make recommendations to the Curriculum, Teaching and Learning Committee
4. To contribute as required to the monitoring of the quality of existing and new courses and subjects.

5. To refer policies items to guide the development, administration and review of courses and subjects to the Curriculum, Learning and Teaching Committee.
6. To monitor and report on compliance with policies and procedures related to qualifications and course and subject lifecycles, and to review and, where necessary, revise these policies for consideration by the CTLC, according to the timelines specified within the policy documents.
7. To make recommendations to the Board on relevant University policies and guidelines.
8. To monitor and report to the Board on compliance with University policy and quality assurance processes in their application to programs.
9. To consider any matters referred to it by the Curriculum, Teaching and Learning Committee, Academic Board, Faculty Boards or other committees.

Reporting

Programs Committee will report to the Curriculum, Teaching and Learning Committee, who formally report to Academic Board. For powers refer to Statute 7 – The Academic Board, Section 2(1)(a)-(e),(h).

Quorum

A quorum for a meeting of the committee shall be one third of the membership plus one.

Secretariat

Executive Officer, Academic Programs, Governance Planning and Policy Unit

Programs Committee Approval Process for new and substantially revised courses

To consider the academic merit of new and substantially revised courses, the Programs Committee will create a panel chaired by a member of the Programs Committee and composed of two to three disciplinary experts drawn from the University community and/or from individuals external to the University.

For professional courses any external members may be drawn from the relevant profession or from another university. For non-vocational courses, any external members may be discipline experts from another university.

The role of the panel chair will be to oversee the deliberations of the committee and ensure compliance with relevant course approval or revision policies and procedures. Secretariat to the panel will normally be provided by the relevant Faculty, with responsibility for drafting the panel's report.

The panel will provide advice to the Programs Committee as to whether the course should be approved, the term of the approval and any conditions which may be imposed on the approval.

Last updated 21/10/09