

La Trobe University
Academic Board
Curriculum, Teaching and Learning Committee

STUDENT ADMISSIONS, RETENTION AND SUCCESS 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)-(c),(h).

Composition

- A A member of the Curriculum, Teaching & Learning Committee nominated by the chair of that committee (Chair)
- B Associate Dean (Academic) from each Faculty or nominee
- C A student representative nominated by the SRC
- D A nominee of the Pro Vice-Chancellor (Regions) with expertise in the selection of regional students and the UAC system
- E Pro Vice-Chancellor (Equity & Student Services) or nominee
- F Director, Indigenous Education or nominee
- G Director, Management Information Unit or nominee
- H Director, Academic Services or nominee
- I Deputy Vice-Chancellor (International and Future Students) or nominee

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 Professor Tom Angelo, Pro-Vice Chancellor (Curriculum and Academic Planning)
- B Dr Glyn Thomas, Director (Learning, Teaching & International), Faculty of Education
- B Mr Peter Forman, Associate Dean International and Future Students, Faculty of Health Sciences
- B Ms Raelene Reece, Registrar, Faculty of Humanities and Social Sciences
- B Ms Bernadette Knewstubb, Faculty Academic Developer,
- B Dr Elizabeth Johnson, Associate Dean, Faculty of Science, Technology and Engineering
- C Ms Katherine Long-Davidson, SRC Member
- D Mr Kent Farrell, Executive Director, Mildura
- E Mr Gary Thomas, Executive Director, Equity and Student Support Services
- F Ms Nellie Green, Co-ordinator, Ngarn-gi Bagora Indigenous Centre
- G Ms Glenys Harding, Manager, Internal Reporting & Surveys
- H Ms Lyn Hedger, Manager, Student Administration
- I This position becomes active in August 2009

Co-opted members:

Ms Kris Kellerman, Manager, AEGTO and VTAC Liaison Officer
Ms Janne Gorman, Director, Future Students

Term of Office - Two years

Terms of Reference

To advise Academic Board, via the Curriculum, Learning and Teaching Committee in the following respects:

- Make recommendations on University entrance requirements and monitor compliance with policies related to student admissions, reporting annually to the Academic Board via the Curriculum, Teaching and Learning Committee.
- Provide advice on the transfer of credit between courses within La Trobe and between La Trobe and other institutions.
- Monitor student admissions, retention, progression and success rates for identified key cohorts of students including international, TAFE articulation, Indigenous and equity groups and report annually to the Academic Board via the Curriculum, Teaching and Learning Committee.
- Monitor student admissions, retention, progression and success rates at course, faculty and campus levels, and report annually to the Academic Board via the Curriculum, Teaching and Learning Committee.
- Approve and refer to Curriculum, Teaching and Learning Committee Articulation agreements for TAFE and other domestic and offshore providers. Communicate details of approved programs to Future Students Centre, Academic Services, Office of the PVC(QE) and documents to Legal Services.
- To make recommendations to the Board on relevant University policies and guidelines.
- To monitor and report to the Board on compliance with University policy and quality assurance processes in their application to admissions, retention and success.

Frequency of meetings

The committee meets at least two times per year.

Reporting

The Student Admissions, Retention and Success Committee reports to the Curriculum, Learning and Teaching 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

Ms Rebecca di Corpo, Executive Officer (Academic Programs), Governance Planning and Policy Unit

Updated 28/07/09