

La Trobe University
 Academic Board
COURSEWORK COMMITTEE

Establishment

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). The Terms of Reference were amended on 9 June 2010 (*refer minute 141.3.2*), 11 May 2011 [*refer minute 448.4.2*], 10 August 2011 [*refer minute 450.3.2*], 12 June 2013 [*refer minute 465.3.2*], name change and revision 8 October 2014 [*refer minute 476.4.2*], 8 March 2017 [*refer minute 494.4.3*], 9 May 2018 [*refer minute*], 10 February 2021 [*refer minute 525.9, AB21/10(M)*], 9 February 2022 [*min ref 536.10 (AB22-16(M))*] and 16 November 2022 [*min ref 581.8 (AB22-78(M))*] and by Academic Board Executive Committee 21 April 2021 [*refer minute 55.3, ABEC21-20(M)*].

Membership

Composition	Member	Appointment status
A Nominee of the Academic Board (Chair)	Professor Bernadette Walker-Gibbs	Appointed
B Six Academic Board nominees: academic staff members with expertise in the development and design of courses and subjects	Dr Kylie Carra Dr Magda Karagiannakis Associate Professor Geraldine Kennett Associate Professor Hanan Khalil Associate Professor Karen Lawrence Associate Professor Sarah Midford *	Appointed
C Deputy Vice-Chancellor (Education), or nominee	Associate Professor Eric Pardede	Ex Officio
D Pro Vice-Chancellor, Recruitment and International Operations, or nominee	Dary Milani	Ex-Officio
E Pro Vice-Chancellor (Regional), or nominee	Elizabeth Capp	Ex-Officio
F Director, Education Services, or nominee	Helen Enright	Ex-Officio
G Director, Quality and Standards, or nominee	Associate Professor Sharna Spittle	Ex-Officio
H Director, Student Administration, or nominee	Rachael Innes	Ex-Officio
I University Librarian, or nominee	Jay Glaisyer	Ex-Officio
J Two student nominees**	Hilary Macrae Isobel Webster	Appointed Nominated

* *Deputy Chair*

** *one member from the LTSU or LTSA and one member selected through a panel moderated expression of interest model.*

Term of Office

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

Role / Terms of reference

Purpose

The purpose of coursework committee is to ensure all coursework programs and subjects offered by the University comply with the Higher Education Standards Framework, relevant La Trobe University policies and procedures, and to advise the Board of proposals for new or substantially changed courses, new instances of existing courses, and closure or suspension of courses.

Terms of reference

1. To monitor changes in government policy and external frameworks related to qualifications and ensure appropriate alignment of La Trobe University's coursework programs.
2. To consider and advise Academic Board on proposals for: new courses; new instances of existing courses; substantial revisions to existing courses; or suspension or closure of existing courses, monitor the compliance of coursework programs and subjects with University policy and quality assurance processes, the Higher Education Standards Framework, and the Australian Qualifications Framework.
3. To receive and consider reports from the Schools regarding trends in School-level approvals of minor changes to courses and changes to subjects.
4. To receive and consider reports of five yearly academic course reviews, monitor progress on key recommendations and report on these to the Academic Board.

Reporting

Coursework Committee will report to the 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 half of the membership plus one.

Deputy Chair

The Deputy Chair is normally appointed from among the Academic Board appointed members of the Committee following an expression of interest process and consultation with the Chair and Deputy Chair of Academic Board. In the absence of the Chair, the Deputy Chair will assume the same rights and responsibilities as the Chair, including attendance at Academic Board meetings and speaking to the Report of the Committee.

Frequency of meetings

As required, with a minimum of six meetings to be held in a year.

List of any sub-committees

None.

Secretariat

Governance.

Contact person

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