

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*], and 10 February 2021 [*refer minute 525.9, AB21/10(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 Associate Provost/Deputy Provost (Learning and Teaching):		Ex-Officio
o College of Arts, Social Sciences and Commerce, or nominee	Professor Parshia Lee-Stecum	
o College of Science, Health and Engineering, or nominee	Professor Birgit Loch	
C Four Academic Board nominees: academic staff members with expertise in the development and design of courses and subjects, two from each College:		Appointed
o College of Arts, Social Sciences and Commerce	Professor Tonya Stebbins** Vacant	
o College of Science, Health and Engineering	Dr Tracy Fortune Vacant	
D Director, Quality and Standards, or nominee	Ms Amanda Carr	Ex-Officio
E Director, Student Administration, or nominee	Ms Antonia Lamanna	Ex-Officio
F A nominee of the Deputy Vice-Chancellor (Education)	Dr Eric Pardede	Appointed
G 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	To be advised To be advised	Nominated
H Pro Vice-Chancellor (Regional), or nominee	Dr Guinever Threlkeld	Ex-Officio
I Co-opted Members		
o Representative from La Trobe International	Ms Wendy Martinec	Co-opted
o Representative of Education Services	Dr Liz Branigan	Co-opted
o Representative of the University Library	Ms Jay Glaisyer	Co-opted

* In the event that a co-opted member is unable to attend a particular meeting, they may nominate, via email to the SEO, an alternative to attend that meeting in their place with full membership rights for the meeting they have been nominated to attend.

** Deputy Chair

Term of Office

Three years for categories C and I. One year for category G.

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 Colleges regarding trends in College-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 third of the membership plus one.

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 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 and Policy Services.

Contact person

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Senior Executive Officer



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