PROGRAMS COMMITTEE

Sub-committee of the Academic Committee

Constitution last amended: 5/2012 Academic Committee (8 November 2012) (Revised 2010/0011309)

ESTABLISHMENT

1 At the 01/03 meeting held on 13 February 2003, the Academic Committee resolved to disband the Education Committee with effect from 1 June 2003, and to establish in its place the Programs Committee, to operate from 1 June 2003.

The Constitution of the Programs Committee was approved at the 01/03 meeting of the Academic Committee held on 13 February 2003.

The Programs Committee is a sub-committee of the Academic Committee.

INTERPRETATION

2 In this constitution, references to academic elements and academic management positions shall be as defined in Academic Structure of the University and Academic Manager Positions.

FUNCTIONS

3 (1) Advise the Academic Committee on issues of educational policy or practices relating to the structure and requirements of the University’s programs either on its own initiative or on referral from the Academic Committee or from a Group Pro Vice Chancellor, or from a Dean.

(2) Consider submissions from Group Boards for new award and non-award programs and major changes to existing programs.

(3) Monitor the performance of programs from a University perspective by considering Annual Program Review and Improvement Reports and Five-Year Program Review Reports in accordance with the Program Planning, Development, Approval and Review Processes.

(4) Conduct Transnational Program Audits in accordance with the Program Planning, Development, Approval and Review Processes.

(5) In undertaking the functions specified in points (2) to (4) above Programs Committee’s considerations shall include

(a) Quality Assurance/Standards
   • the rationale for the program;
   • the consistency with the University's mission and goals, community need and planned intakes for the program;
   • the quality of the curriculum in terms of the stated objectives of the program, including graduate outcomes and generic skills;
   • the quality of the program in terms of its mode of delivery, location, teaching strategies and provision of support services; and
   • in the light of program performance consider reducing a program’s accreditation period until improvements have been made.

(b) Legal/Policy Issues
   • the organisation of the program and its conformity with University policy;
   • program titling and award abbreviations for all new programs and changes to existing program titling;
   • new or changed admission requirements which are not covered by the current Undergraduate and Postgraduate Admission Policies;
• degree requirements for new programs and changed degree requirements, ensuring they are consistent with the University's current set of policies for the award of specific degree types;
• credit proposals which fall outside the credit provisions contained within the University's Credit Transfer Policy and various policies for the award of a degree.

(c) Operation
• assurance that the program structure is well organised, administratively operational, and able to be understood by students;
• assurance that the workload is appropriate in the program structure;
• assurance that transition arrangements for students continuing in revised programs are clearly specified, administratively operational, and do not disadvantage students.

(d) Consultation/Inter-School and Group Interests
• assurance that there has been appropriate consultation with stakeholders in the planning for, or review of, the programs, and that the legitimate interests of other Schools and Groups have been considered.

(e) Resources
• assurance that there are adequate resources to support the program on the basis of statements in the program submission.

(f) External Implications
• documentary evidence that essential accreditation and/or registration requirements of external professional or legal bodies have been obtained, and assurance that issues raised by these bodies have been addressed.

4 (1) The Programs Committee recommends submissions to Academic Committee when it is satisfied with the submission in terms of the considerations in terms of 3(5).

(2) If the Programs Committee is not satisfied with any aspect of a submission, the submission will be referred back to the Group Board with advice on the areas of concern.

(3) Where the Programs Committee is unable to recommend a submission to Academic Committee because of a conflict with University policy, the Programs Committee shall refer the policy issue to Academic Committee for its resolution.

(4) Where the Programs Committee, having referred a submission back to the Group Board for further consideration, is still unable to recommend the submission to Academic Committee for approval, the Programs Committee will report to Academic Committee the reasons why it has rejected the submission.

MEMBERSHIP

5 (1) The members of the Committee shall be -
(a) the Vice Chairperson of the Academic Committee as Chairperson, ex officio;
(b) the Director, Griffith Institute for Higher Education or nominee;
(c) the Pro Vice Chancellor (Information Services) or nominee;
(d) the Academic Registrar, ex officio;
(e) the Dean (Learning and Teaching) from each Academic Group, ex officio;
(f) one full-time academic staff member from each Academic Group, appointed by the relevant Group Pro Vice Chancellor.

(2) In appointing members, consideration is to be given to appropriate campus and gender representation.

TERMS OF OFFICE

6 The members of the Committee shall normally serve for a period of two years up to 31 December of the relevant anniversary year, and shall be eligible for re-appointment.

INVITATION TO ATTEND

7 The Programs Committee shall have the authority to invite, from time to time, other persons to attend particular meetings, to advise the Committee, or to participate in debate on particular matters.

SECRETARY

8 The Pro Vice Chancellor (Administration) shall appoint the Secretary to the Committee who shall have rights of audience and debate.

METHOD OF OPERATION

9 The Committee will meet as required and normally monthly February to December. The Committee will have the power to seek advice from any member of the University community or external expert where particular expertise or insights are required and to direct enquiries to any element of the University. The Committee may establish Working Parties of an ad hoc nature.