Academic Committee

Roles and Responsibilities:
Induction Program

Deputy Chair, Academic Committee

Secretary, Academic Committee
Welcome

Welcome to the membership of the Academic Committee

- Chair: Academic Provost
  Deputy Chair: Chair of the Programs Committee

- The Committee meets from 10:00am on Thursdays at least 6 times per calendar year.

- Meetings are face-to-face at either Gold Coast or Nathan campuses.
Session objectives

- an understanding of the Academic Committee and its role in University governance
- knowledge of committee and meeting procedures for Academic Committee
- your role and responsibilities as a member
- how to increase your participation in Academic Committee
Academic Committee role

- Academic Committee is responsible to Council for assuring the quality of academic activities across the University.
- Academic Committee is the senior body which debates, decides and makes recommendations to the Council on academic strategic issues, developments, policies and procedures.
Relationship to other committees
Academic Committee sub-committees

- The **Learning and Teaching Committee** is concerned with: strategic planning, policy and quality assurance of L&T at Griffith; the conduct of assessment, the student experience, and delivery of curricula.

- The **Programs Committee** is concerned with quality assurance of the University’s programs.

- The **Internationalisation Advisory Committee** advises on policy and strategy relating to international and transnational matters.

- The **Research Committee** is concerned with enhancing the University’s research profile.

- The **Board of Graduate Research** is concerned with the University’s graduate research programs.
Responsibilities

The Academic Committee considers:

- proposals for the development of new academic policies and procedures
- proposals for new organisational structures for academic activities including the creation of schools, centres, units, committees, boards and faculties
- proposals that affect the conduct, assessment and enhancement of teaching and research
- proposals for new or substantially modified programs
Authorities

- establishes awards, approves the requirements for awards and the structure and content of programs leading to awards
- approves changes to the content of programs and detailed requirements for awards, including new programs and the modification of existing programs
- approves academic policies including admission and assessment policies
Committee knowledge

As a new member you need to be aware of:

- Academic Committee’s constitution, role and responsibilities
- the other members and why they attend
- responsibilities of the Chair and your responsibilities
Academic Committee constitution

The constitution sets out

- Academic Committee’s functions
- The responsibilities that Council has delegated to be undertaken by the Academic Committee
- Academic Committee membership
- Academic Committee’s sub-committees

See [www.griffith.edu.au/committees](http://www.griffith.edu.au/committees) for the Academic Committee Constitution
1. **Ex officio** - person is a member due to the position they hold

2. **Elected** - an appointment made in accordance with the University’s election procedures

3. **Appointed** - an appointment made by a designated position or committee
Chairperson – role and responsibilities

- call, cancel and adjourn meetings
- set agendas and timetable discussion time for each item
- approve attendance of visitors and observers
- request that a complicated question be divided and put in the form of a number of motions
- have a second or the casting vote (when there is a tied vote)
Members – formal role and responsibilities

- request the inclusion of an item on the agenda
- request an amendment to the minutes on the grounds they are inaccurate
- familiarise themselves with agenda items in preparation for discussion
- have their dissension, abstention or vote recorded in the minute action sheet
Here are some simple steps for active participation:

- think about your expectations of the Committee and why you sought nomination or were appointed to the Committee
- be well prepared by reading all the papers and making notes about issues you wish to address
- support members who express views similar to your own at the meeting
- telephone the Chair or Secretary prior to the meeting to discuss a contribution you wish to make at the meeting, so they aware of your desire to speak at the meeting
- volunteer to be a member of a working group or to undertake a task the Committee requires to be completed
Pre-meeting procedures

- Distribution of agenda
  A printed agenda will be distributed 4 working days prior to the meeting. The agenda will also be available electronically on the Committees’ Sharepoint site. The agenda will comprise green agenda papers, white attachment papers and yellow minute papers, from the previous Academic Committee and its sub-committees.

- Notification of apologies
  If you are unable to attend the meeting or are going to be delayed telephone or email the Secretary.

- Sending substitute members
  Proxies are not permitted at any University committee meetings. Only ex officio members who are on approved leave and another person is acting in their position may be represented by someone else.
Format of the agenda

1. Name of Committee & meeting number for the year is positioned on the top right hand corner of every page of the committee agenda.

2. First items on an agenda are: Apologies, Confirmation of Minutes, Business Arising from the Minutes, Any presentations.

3. These items should be followed by a statement on the ordering of the agenda, at which point, members of a committee may propose to change the order of the agenda or request an item be brought forward from Sections II-V.
Business of the agenda

The business of the agenda is divided into four parts:

Section I: Strategic Issues for Discussion and Advice

Section II: Matters Requiring Debate and Decision

Section III: Matters Requiring Ratification of Executive Action

Section IV: Matters for Noting and where Appropriate Acceptance of Recommendation (divided into program submissions & other matters)
Meeting procedures

- **Opening of the meeting**
  Meetings commence at 10:00am unless otherwise stated.

- **Distribution of Attendance Sheet**
  The Secretary distributes an attendance sheet at each meeting; members are asked to indicate attendance at the meeting, by placing a tick beside your name.

- **Raising items for discussion**
  If you wish to raise other matters not listed on the Agenda, then you may do so under “Other Business” by contacting the Chair or Secretary prior to the meeting.

- **Voting in meeting**
  It is not generally the Committee’s practice to vote on items. If voting does occur it may be by a show of hands or via a secret ballot.
Post-meeting action

- The Secretary prepares a Minute Action Sheet – in the course of this activity members may be contacted to confirm tasks they have agreed to undertake.

- Minutes are written within a fortnight of the meeting.

- All members will be advised by email of the publication of the minutes on the Academic Committee SharePoint site.
What is SharePoint?

- A collaborative online communication tool for committee members to access and share information relating to their committee (eg agendas, minute action sheet, discussion papers)
- Ensures valuable electronic discussion on particular issue is stored at one location (via Bulletin Board discussion forum)
- Accessible to Committee members only
Resources

- University Committees’ Site
  www.griffith.edu.au/committees

- Academic policies can be found at:
  www.griffith.edu.au/policylibrary

- Campus maps
  www.griffith.edu.au/about_us