Academic Committee

Roles and Responsibilities: Induction Program

Professor Wendy Loughlin
Deputy Chair, Academic Committee

Mr Mark Fisher
Secretary, Academic Committee
Welcome

Welcome to the membership of the Academic Committee

- Chair:  Professor Debra Henly  
  Deputy Vice Chancellor (Academic)

  Deputy Chair:  Professor Wendy Loughlin  
  Chair of the Programs Committee

- The Committee meets in 2018 from 10:00am on Thursdays:  
  15 March, 17 May, 19 July, 13 September, 15 November and  
  13 December.

- 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

Griffith University Council and its committees

Council

- Finance, Resources and Risk Committee
  - Uni Student Loans Panel
  - Tender Board

- Academic Committee
  - Audit Committee
  - Council Nominations Committee
  - Griffith University Foundation Board
  - Honorary Degree Committee
  - Legislation Committee
  - Senior Staff Remuneration Committee
  - Advisory Council Gold Coast Campus

Committees reporting directly to Council

Subcommittees of committees reporting directly to Council; 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:

- Advises Council on the mission and goals of the University and the strategy by which such goals should be pursued
- Advises the Council on the conduct, evaluation and enhancement of teaching and research
- Considers proposals for the development of new academic policies and procedures
- Considers proposals for new organisational structures for academic activities including the creation of schools, centres, units, committees, boards and faculties
Delegated Authorities

- Approves academic policies including admission and assessment policies
- Approve changes to constitutions of sub-committees
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

See [www.griffith.edu.au/committees](http://www.griffith.edu.au/committees) for the Academic Committee Constitution
Academic Committee membership

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
Members – participating effectively

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**
  The agenda for the meeting will be available electronically on the Committees’ SharePoint site 4 working days prior to the meeting. **The Committee uses paperless distribution.**

- **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.
The business of the agenda is divided into four parts:

Section I: Strategic Issues for Discussion and Advice

Section II: Matters for Debate and Decision

Section III: Matters Requiring Ratification of Executive Action

Section IV: Matters for Noting and where Appropriate Acceptance of Recommendation
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. **IMPORTANT – PLEASE TICK 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

- 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 (e.g. agendas, minute action sheet, discussion papers)

- 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