

# Academic Committee

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## Roles and Responsibilities: Induction Program

**Professor Wendy Loughlin**

Deputy Chair, Academic Committee

**Mr Mark Fisher**

Secretary, Academic Committee

# Welcome

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## 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

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- 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

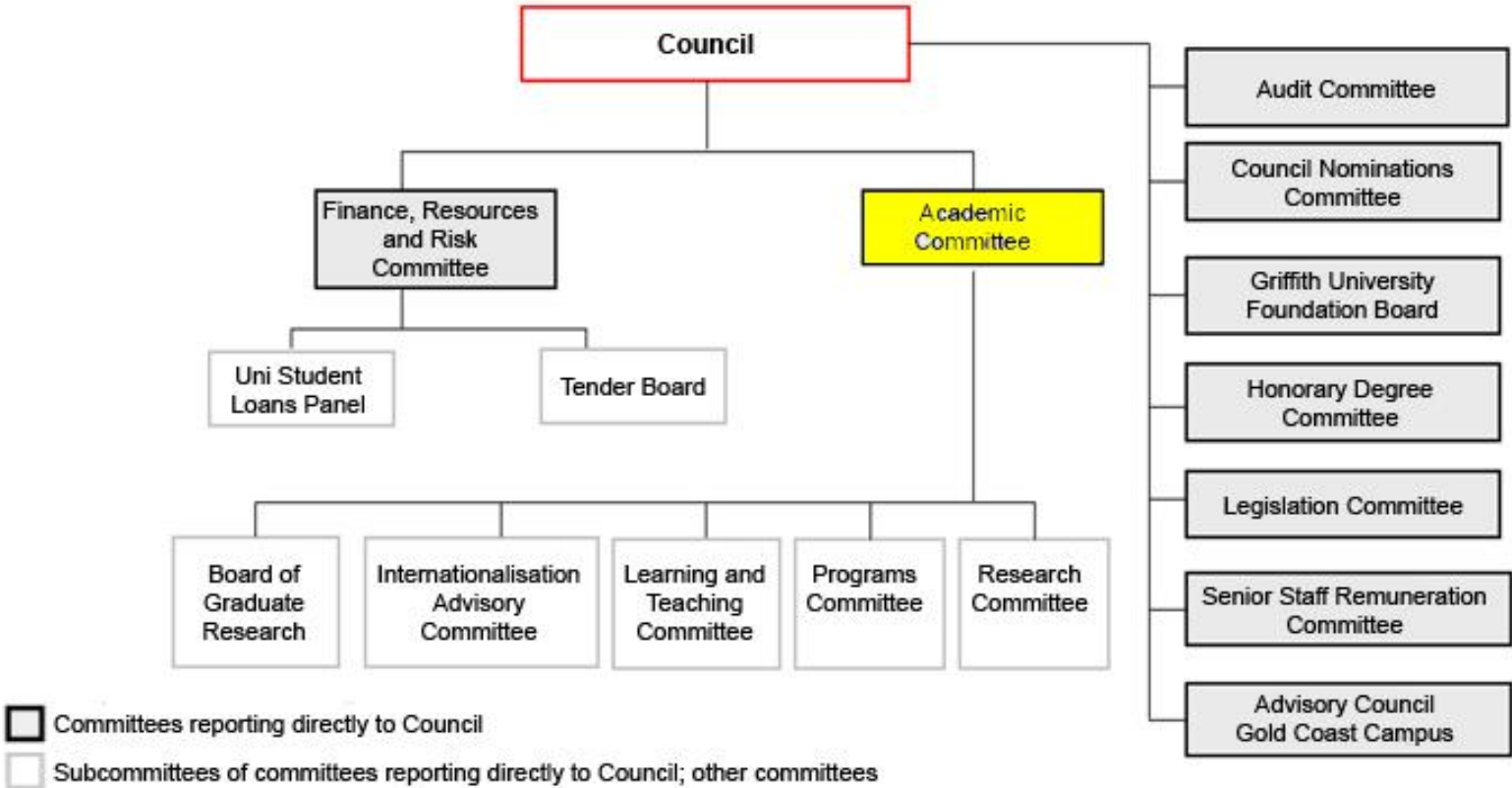
## Academic Committee role

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- 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



## Academic Committee sub-committees

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- 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

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## 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

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



## Committee knowledge

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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

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## 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

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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

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- 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

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- 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

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### 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 are 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

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- **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

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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

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**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

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- **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

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- 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?

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- 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

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- University Committees' Site  
[www.griffith.edu.au/committees](http://www.griffith.edu.au/committees)
- Academic policies can be found at:  
[www.griffith.edu.au/policylibrary](http://www.griffith.edu.au/policylibrary)
- Campus maps  
[www.griffith.edu.au/about\\_us](http://www.griffith.edu.au/about_us)