

# Programs Committee

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## **Roles and Responsibilities: Induction Program**

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Chair, Programs Committee

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Senior Manager, Academic Services, and  
Secretary, Programs Committee

# Induction - Learning objectives

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This induction presentation will assist new members to gain:

- An understanding the role of Programs Committee within the University's governance structure
- Knowledge of University committee and meeting procedures
- Members' roles and responsibilities

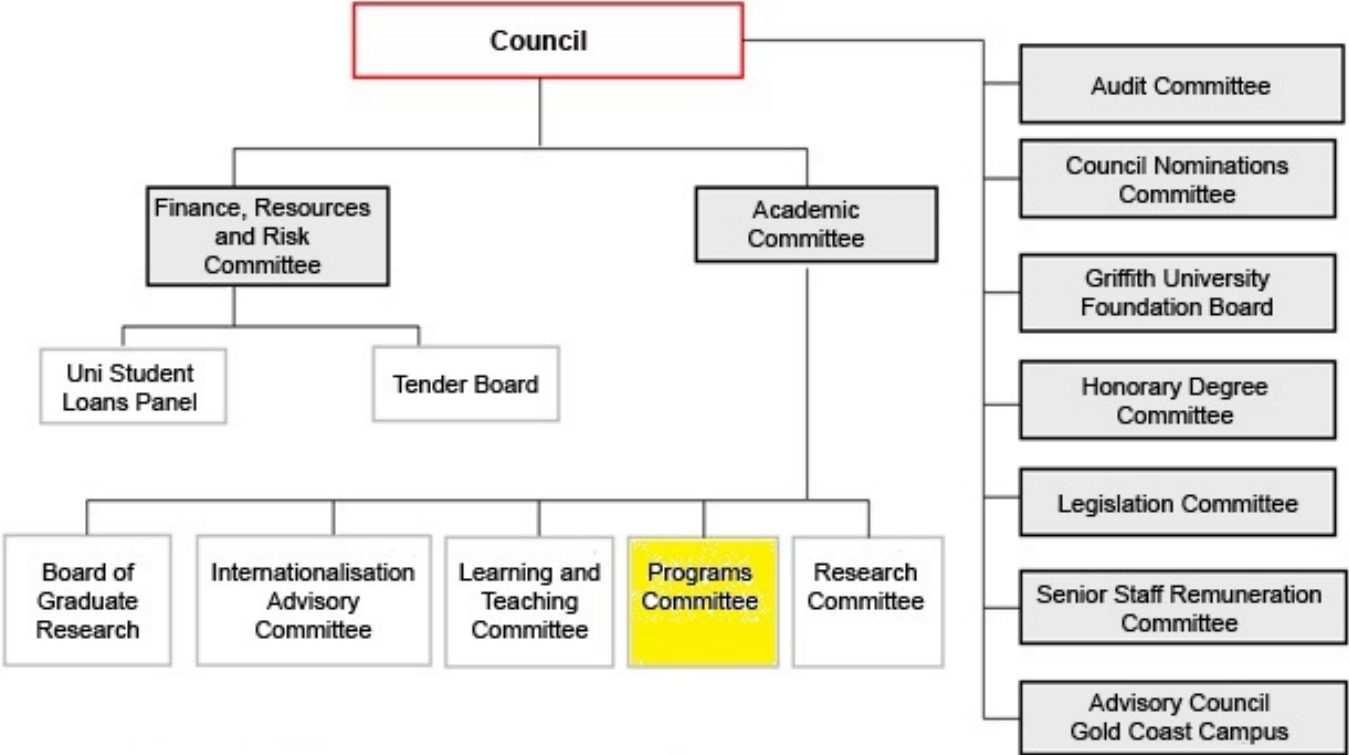
# Programs Committee

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- Programs Committee is responsible for providing advice to Academic Committee on issues of educational policy or practice, either on its own initiative or on referral from the Academic Committee, or from a Group Pro Vice Chancellor or from a Dean.
- Programs Committee has delegated authority from Academic Committee to approve new awards, including degree requirements, program structure and content and changes to existing awards.
- It is concerned with quality assurance standards and legal and policy issues related to the University's academic programs.
- The Committee is Chaired by the Deputy Chair of Academic Committee.
- Meeting dates are published on the Calendar of Principal Dates.
- Meetings are video-conferenced between the Nathan, Logan and Gold Coast campuses.

# Relationship to other committees

**Griffith University Council and its committees**



# Responsibilities

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## Programs Committee considers:

- Program proposals from Group Boards for:
  - New programs
  - Major changes to existing programs
  - Transnational Audit Reports
  - Recommendations from the Board of Graduate Research
- Items referred to it by the Academic Committee or its other sub-committees, including proposals for the development of new academic policies and procedures.

# Committee knowledge

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As a new member you need to be aware of:

- Programs Committee's Constitution, which sets out its functions, membership, and method of operation.
- Who are the other members and why do they attend.
- Responsibilities of the Chair.
- Your responsibilities.

The Programs Committee Constitution is available at

<https://committees.griffith.edu.au/sites/committee-app/constitution/programs-committee-constitution.pdf>

# Programs Committee - Constitution

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The Constitution specifies the Committee's Functions as follows:

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 including transition arrangements

# Programs Committee – Constitution

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## Committee Functions (continued):

3. Conduct Transnational Program Audits and monitor the performance of programs from a University perspective.
4. Receive recommendations from the Board of Graduate Research on the design and requirements for the research component of higher degree by research (HDR) awards, Masters (Research) and Doctoral qualifications and on the monitoring and review of HDR programs.



# Programs Committee - Membership

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**Ex officio:** *person is a member due to the position they hold.*

Ex officio members attend a meeting with full membership rights; *ex officio* members of Programs Committee are:

- Chairperson
- Academic Registrar
- Dean, Learning Futures #
- Director, Library and Learning Services#
- Deans (Learning and Teaching) from each Academic Group

# Where the Dean Learning Futures and Director, Library and Learning Services prefer to nominate a representative the nominee will be an 'appointed member'.

# Programs Committee - Membership

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**Appointed:** *an appointment of an individual, made by a designated position or committee.*

Appointed members attend a meeting with full membership rights; appointed members of Programs Committee are:

- Full-time academic staff member from each Academic Group, appointed by the relevant Group Pro Vice Chancellor.

# Programs Committee - Membership

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## **Substitute members**

- Proxies are not permitted at any University committee meetings.
- *Ex officio* members who are on approved leave may be represented by another person when that person has been formally appointed to act in the position occupied by the *ex officio* member.
- Appointed members are not able to be represented by another person.

# Rights of audience and debate

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- Deans (Learning and Teaching) are invited to speak to items proposed by their Academic Group.
- The Dean may request the Chair invite another member of staff to attend the meeting, for instance the Program Director or Project Manager, where a new program or a significant change to an existing program or suite of programs is being proposed.
- These invitees, and the Committee Secretary, have rights of audience and debate, but not voting rights.

# Chairperson – Roles and Responsibilities

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The Chair will:

- Call, cancel and adjourn meetings
- Set agendas and timetable discussion time for each item
- Approve attendance of visitors and observers
- Request 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)
- Approve Minutes for distribution to members.

# Members – Roles and Responsibilities

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Members are encouraged to:

- Familiarise yourself with agenda items and attached papers in preparation for discussion at the meeting.

Members may:

- Request that an item be included on the agenda, via the Chair and Committee Secretary.
- Request an amendment to the minutes, on the grounds that they are inaccurate.
- Have your dissension, abstention or vote recorded in the minutes

# Participating effectively

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## **Here are some simple steps for 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.
- Become familiar with the University's program approval and review policies and procedures as soon as possible after you become a new member.

# Pre-meeting procedures

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## **Distribution of agenda**

Papers are available electronically on the Committee's SharePoint site. Members will be emailed to be advised when the papers are available for viewing on the site.

## **Notification of apologies**

If you are unable to attend the meeting or are going to be delayed telephone or email Ms Erika Menezes in Academic Services (ext 57879, [e.menezes@griffith.edu.au](mailto:e.menezes@griffith.edu.au)).

## **Attendance at each meeting**

Erika will send an email prior to each meeting asking you to nominate your campus of attendance, both for catering purposes and to ensure that each meeting venue will be utilised, otherwise the venue will be cancelled.



# Format of the Agenda

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1. The Committee name, meeting number and year is positioned on the top right hand corner of every page of the Agenda, which is printed on green paper.
2. First items on an Agenda are: Apologies, Confirmation of Minutes, Chair's Report and Declaration of Interests.
3. These items should be followed by a statement on the ordering of the Agenda, at which point members may propose to change the order of items for consideration.

# Business of the Agenda

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The business of the agenda is divided into three parts:

- 1. Section I:** Matters for Debate and Decision
- 2. Section II:** Matters Requiring Ratification of Executive Action
- 3. Section III:** Matters for Noting and, Where Appropriate, Acceptance of Recommendation

Where papers are included they are listed on the Agenda under the relevant item. Document numbers and the Agenda item number are printed in the top right corner of each document.

# Meeting procedures

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## **Opening of the meeting**

Meetings commence at 9:30 am.

## **Order of the agenda**

The Chair and or Members may propose to change the order of the agenda, bringing items from Sections II and III forward into Section I. Items remaining in Sections II and III will not be considered at the meeting, but taken as read and approved.

## **Voting in meeting**

It is not usual practice to vote on items. However if voting does occur it may be by a show of hands or via a secret ballot.

# Minutes of Meetings

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Minutes are divided into 4 sections, and ordered differently from the Agenda:

- ▶ **Section A:**  
Recommendations and Reports to Academic Committee and its Sub-committees
- ▶ **Section B:**  
Action Under Delegated Authority or Executive Action
- ▶ **Section C:**  
Other Recommendations and Reports
- ▶ **Section D:**  
Matters Noted, Considered or Remaining Under Discussion

## Post-meeting action

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- The Secretary prepares the Minutes as soon as practicable after the meeting, and forwards them to the Chair for approval.
- Items requiring further action and/or clarification are referred back to the relevant element and/or Program Director.
- All members and other stakeholders will be advised by email of the publication of the Minutes on the Committee's SharePoint site.

# Programs Committee SharePoint Site

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This site provides a collaborative environment that enables Committee members to access and share information.

It is accessed using your standard Griffith staff login and password.

This site is a repository for all past and current Programs Committee papers.

Other University stakeholders (eg SAOs/PSOs, Student Admin, Business Systems Services, Griffith International) also use this site to access approved program proposals.

# Other Resources

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- Academic policies can be found at:  
[www.griffith.edu.au/policylibrary](http://www.griffith.edu.au/policylibrary)
- University Committees' SharePoint site  
<https://committees.griffith.edu.au/sites/programs/SitePages/Welcome.aspx>
- University Committees' website  
[www.griffith.edu.au/committees](http://www.griffith.edu.au/committees)
- Campus maps  
[www.griffith.edu.au/about-griffith/campuses/campus-maps](http://www.griffith.edu.au/about-griffith/campuses/campus-maps)