

PROGRAMS COMMITTEE CONSTITUTION

Sub-committee of the Academic Committee

2023/0000677

Established by Academic Committee at its 01/2003 meeting

Constitution last amended: 16/03/2023 (Academic Committee 01/2023 meeting)

ROLE

- 1 (1) The role of the Programs Committee is to approve new awards and changes to existing awards (refer *section 4*) and to advise Academic Committee on issues of educational policy or practices relating to the structure and requirements of the University's programs.
- (2) In undertaking its role the Programs Committee contributes to the University meeting the requirements of the following Domains and/or Standards within the *Higher Education Standards Framework (Threshold Standards) 2021 (HESF 2021)*:
 - (a) Domain 1 Student Participation and Attainment
 - Standard 1.1 – Admission
 - Standard 1.2 – Credit and Recognition of Prior Learning
 - Standard 1.4 – Learning Outcomes and Assessment
 - Standard 1.5 – Qualifications and Certification
 - (b) Domain 3 Teaching
 - Standard 3.1 – Course Design
 - (c) Domain 5 Institutional Quality Assurance
 - Standard 5.1 – Course Approval and Accreditation
 - Standard 5.3 – Monitoring, Review and Improvement
 - Standard 5.4 – Delivery and Other Parties
 - (d) Domain 7 Representation, Information and Information Management
 - Standard 7.1 – Representation
 - Standard 7.2 – Information for Prospective and Current Students

INTERPRETATION

- 2 In this constitution, references to academic elements and academic management positions shall be as defined in *Structure and Governance of Academic Groups of the University*.

FUNCTIONS

- 3 The Programs Committee is responsible for:
 - (1) advising 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) considering proposals from Group Boards for new award and non-award programs, and major changes to existing programs including transition arrangements;
 - (3) considering proposals from Program Strategy Board to withdraw award and non-award programs, including transition arrangements;
 - (4) conducting Transnational Program Audits and monitor the performance of programs from a University perspective;

- (5) receiving 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;
- (6) Approving policies and procedures as set out in the University's Delegations Register (refer Delegations Framework).

DELEGATED AUTHORITIES

- 4 The Academic Committee has delegated the authority to Programs Committee to discharge the following functions –
 - (1) approve new awards, including degree requirements, program structure and content and changes to existing awards;
 - (2) approve the withdrawal of programs;
 - (3) establish standing sub-committees from time to time and approve proposed changes to the respective constitution for each sub-committee.

MEMBERSHIP

- 5 (1) The members of the Committee shall be -
 - (a) the Deputy Chair, Academic Committee as Chairperson, *ex officio*;
 - (b) the Pro Vice Chancellor (Learning and Teaching), or nominee;
 - (c) the University Librarian, or nominee;
 - (d) the Registrar, Student Life, *ex officio*;
 - (e) the Dean (Learning and Teaching) from each Academic Group, *ex officio*;
 - (f) one full-time academic staff member (levels C, D or E) representing First Peoples, appointed by the Deputy Vice Chancellor (Indigenous, Diversity and Inclusion);
 - (g) 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.

RIGHTS OF AUDIENCE AND DEBATE

- 6 The following persons shall have rights of audience and debate:
 - (a) Director, Griffith International or nominee;
 - (b) Director, Curriculum.

TERMS OF OFFICE

- 7 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

- 8 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.

CHAIRPERSON

- 9 The Chairperson of the Committee shall be the Deputy Chair, Academic Committee. The standing Deputy Chair of Programs Committee shall be a member from category 5(e) appointed by the Committee at its first meeting of the year.

SECRETARY

- 10 The Registrar, Student Life shall appoint the Secretary to the Committee who shall have rights of audience and debate.

SUB-COMMITTEES

- 11 The Committee may establish standing sub-committees, working parties or sprint teams of an *ad hoc* nature from time to time.

MEETINGS

- 12 The Committee will meet as required and normally monthly from February to December.

METHOD OF OPERATION

- 13 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.

WORK PLAN

- 14 The Committee will provide an annual Work Plan to the Academic Committee for review and endorsement prior to the Plan's scheduled commencement.

REPORTING

- 15 The Committee shall report its activities to the Academic Committee. The Committee will provide an Annual Report to the Academic Committee.
- 16 The Committee shall undertake a review of this Constitution, in conjunction with the preparation of the annual report, and propose to the Academic Committee any amendments considered necessary to ensure the Constitution remains current.