

ACADEMIC COMMITTEE STEERING COMMITTEE CONSTITUTION

Academic Committee sub-committee

2023/0000064

Established: 01/2023 – 16/03/2023

Constitution last amended: n/a

ROLE

- 1 (1) The Steering Committee is the agenda setting sub-committee of the University's Academic Committee, and monitors progress against the annually approved Work Plan for Academic Committee.
- (2) In undertaking its role the Steering Committee contributes to Academic Committee and the University meeting the requirements of the following Domains and 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 1.3 – Orientation and Progression
 - Standard 1.4 – Learning Outcomes and Assessment
 - Standard 1.5 – Qualifications and Certification
 - (b) Domain 2 Learning Environment
 - Standard 2.1 – Facilities and Infrastructure
 - Standard 2.2 – Diversity and Equity
 - Standard 2.3 – Wellbeing and Safety
 - Standard 2.4 – Student Grievances and Complaints
 - (c) Domain 3 Teaching
 - Standard 3.1 – Course Design
 - Standard 3.2 – Staffing
 - Standard 3.3 – Learning Resources and Educational Support
 - (d) Domain 4 Research and Research Training
 - Standard 4.1 – Research
 - Standard 4.2 – Research Training
 - (e) Domain 5 Institutional Quality Assurance
 - Standard 5.1 – Course Approval and Accreditation
 - Standard 5.2 – Academic and Research Integrity
 - Standard 5.3 – Monitoring, Review and Improvement
 - Standard 5.4 – Delivery with Other Parties
 - (f) Domain 6 Governance and Accountability
 - Standard 6.3 – Academic Governance
 - (g) Domain 7 Representation, Information and Information Management
 - Standard 7.1 – Representation
 - Standard 7.2 – Information for Prospective and Current Students
 - Standard 7.3 – Information Management

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 Academic Committee Steering Committee is responsible for:
- (1) Setting the agenda for each meeting of Academic Committee.
 - (2) Monitoring progress on the annually approved Work Plan for Academic Committee.
 - (3) Overseeing adherence to regulatory requirements in accordance with the peak academic governance role of Academic Committee.

MEMBERSHIP

- 4 The members of the Academic Committee Steering Committee shall be –
- (a) the Provost as Chairperson;
 - (b) the Deputy Chair, Academic Committee;
 - (c) the Registrar, Student Life;
 - (d) the Dean, Griffith Graduate Research School;
 - (e) the Chair, Heads of School/Department Forum;
 - (f) one representative of the *ex officio* members on Academic Committee comprising all Vice Presidents, Pro Vice Chancellors and Deans; and
 - (g) one representative of the elected academic staff members currently serving on Academic Committee.
- 5 The representative of the elected academic staff members currently serving on Academic Committee shall be determined by a nomination and appointment process by and from those members.
- 6 The representative of the elected academic staff members shall serve on the Steering Committee for a period up to 31 December of the appointment year; and shall be eligible for re-appointment, subject to continuity of service on Academic Committee.

CHAIRPERSON

- 7 The Chairperson of the Academic Committee Steering Committee shall be the Provost. The Deputy Chair shall be the Deputy Chair, Academic Committee.

SECRETARY

- 8 The Secretary, Academic Committee shall be the Secretary to the Steering Committee.

MEETINGS

- 9 The Academic Committee Steering Committee meets prior to each meeting of Academic Committee, and as may be additionally determined by the Provost.