



# Education Policy Review Subcommittee (EPRS)

## TERMS OF REFERENCE

Updated Responsibility Review by	May 2018 Chair – Education Policy Review Subcommittee Biennially or at the request of the Chair
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### Goal

To contribute to the achievement of the University’s objectives in teaching and learning, the Education Policy Review Subcommittee (EPRS) provides strategic leadership in the review and development of education-related\* policy documents for undergraduate and postgraduate coursework studies.

EPRS will ensure that the suite of education-related policy documents is current, effective, accessible, student centred, compliant with internal and external standards, and consistent with sector good practice.

\* Education-related policy documents are defined as those that relate to all coursework undertaken by Undergraduate and Postgraduate students, and that is conducted by, or on behalf of, the University, onshore and offshore.

### Terms of Reference

EPRS is a subcommittee of the University Education Committee and will support and advise that Committee in implementing the University Strategic Plan. The subcommittee will:

1. oversee the strategic review to identify both gaps in the education-related policy suite, and areas for enhancement/development, then advise on the means by which these elements can be addressed;
2. provide leadership in the development of draft education-related policy documents and procedures, as needed;
3. provide and action strategies for consultation with, and the engagement of, the University community in the development and review of education-related policy documents to ensure their effectiveness in providing quality outcomes;
4. facilitate the implementation of education-related policy requirements across the University community by recommending operational strategies and implementation plans; and
5. advise the Academic Senate, through UEC, on strategic vision/intent/direction including proposals for major changes to their structure and intent, and related procedures and education-related policy

### Membership

- Senior member of academic staff, appointed by Deputy Vice-Chancellor (Academic) - (Chair)
- Chair or Deputy Chair of Academic Senate



- Pro Vice-Chancellor (Students)
- Student Ombudsman
- Director, Student Services Division (or nominee)
- Associate Dean Education (or nominee) from each Faculty
- Director, Learning, Teaching and Curriculum (or nominee)
- Director, Academic Quality and Standards
- Up to three additional academic staff members, appointed by the Deputy Vice-Chancellor (Academic) on the advice of the Chair.
- Student, appointed through the UEC Student Representation recruitment process

A Deputy-Chair for the committee shall be chosen from the membership by the Chair, with approval for the appointment to be sought from the Chair of the University Education Committee.

The Chair of EPRS may co-opt additional members as the need arises. EPRS may appoint specialist groups to advise as the need arises.

### **Quorum**

The Committee shall have a quorum which is equal to one-half or, where one-half is not a whole number, the whole number next higher to one-half of the total number of members for the time being of the Committee.

### **Procedures for Calling a Meeting**

The Chair of the Subcommittee will determine meeting dates at the start of each year.

### **Responsibilities of Chair and Members**

The Chair will be responsible for ensuring the agenda is arranged appropriately, meetings are run smoothly and on time, the action items are followed through (with the support of the Academic Quality and Standards Unit), advice is provided to members and progress is reported to the University Education Committee.

Members will be responsible to provide expert advice and knowledge in order to meet the objectives of the Subcommittee.

### **Record Keeping**

Records, including minutes, reports and outcomes of the meetings will be filed on the University's Records Management System by the Academic Quality and Standards Unit.

### **Schedule of Meetings**

Meetings will be held on Wednesdays at 2.30pm for approximately one and a half (1½) hours. EPRS will meet for a minimum of four times per year.

The Chair of the Subcommittee can call additional or extraordinary meetings, and may change the date of scheduled meetings, so long as notice of five working days is provided.

### **Education Policy Review Subcommittee Self-Review**

The Chair and Executive Officer will obtain feedback from members to evaluate the effectiveness of the committee.