

DRAFT TERMS OF REFERENCE

The **Education Policy and Quality Subcommittee** (EPAQ) is a formally constituted committee of the University Education Committee (UEC) with particular responsibility for policy and quality assurance and enhancement matters as they relate to learning and teaching. Its focus is on academic quality assurance and enhancement related policy, systems and processes for teaching and learning in undergraduate and postgraduate taught courses and associated programs. EPAQ monitors the progress and results of policy and quality reviews, and ensures the University meets the regulatory requirements that apply to higher education.

The EPAQ Subcommittee will:

1. Facilitate the maintenance of a culture of continuous improvement in teaching and learning.
2. Monitor issues and concerns related to quality and standards arising from quality related processes, review activities and reporting (such as quality audits, benchmarking, self-review or external review processes) and to propose and oversee actions taken to address deficiencies in systems, policy, or practice.
3. Coordinate and manage the design, implementation, monitoring and continual improvement of the UOW Quality & Standards Framework for Learning and Teaching and ensure that it is appropriately communicated to and applied by relevant stakeholders across all teaching locations.
4. Advise on appropriate qualitative and quantitative measures of performance of learning and teaching and oversee, monitor and review their use.
5. Assist the University to meet its academic obligations in order to maintain registration as a higher education provider under the TEQSA Act and oversee preparations for the University's renewal of registration process.
6. Monitor the University's L&T related policies, systems and practices to ensure they are current, fit for purpose, student centred, implemented and compliant with internal and external standards requirements, and consistent with sector good practice.
7. Make recommendations on proposals for new or amended policies relating to learning and teaching (L&T) and facilitate the implementation and communication of policy requirements across the University community.
8. Collaborate with the Student Academic Experience Subcommittee on relevant student-related policy matters and with the Transnational Education and Strategic Alliances Subcommittee on matters relating to collaborative delivery at offshore teaching locations.
9. Monitor and review admissions policies, requirements and procedures to ensure they are applied fairly and consistently, and are designed to ensure that admitted students have the academic preparation and proficiency in English needed to participate in their intended study, and no known limitations that would be expected to impede their progression and completion (as per UOW's Coursework Rules).

Membership:

- The Academic Quality and Policy Subcommittee will consist of:
 - Senior academic appointed by the Chair of UEC as Chair
 - Chair or Deputy Chair of Academic Senate
 - Pro Vice-Chancellor (Students) or nominee
 - Pro Vice-Chancellor (Global) or nominee
 - Associate Deans (Education) representing each Faculty
 - Chair of the Transnational Education and Strategic Alliances Subcommittee or an Associate Dean International nominated by the Chair of TESA
 - Student Ombudsman
 - Director, Academic Quality and Standards or nominee

- Director Learning, Teaching & Curriculum or nominee
 - Director Student Accommodation Services Division or nominee
 - Executive Director (Global) or nominee
 - Up to three additional academic staff members, appointed by the Chair of UEC on the advice of the Chair
 - Two student representatives, appointed through the UEC Student Representation recruitment process
- A Deputy Chair for the committee will 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 four appointed academic staff members (including the Chair) will ideally (but not necessarily) come from each of the four Faculties of the University.
 - Some members may be co-opted to the Committee in an advisory capacity on the basis of their expertise in particular areas. EPAQ may also appoint specialist sub-groups to advise as the need arises.
 - Unless otherwise provided, the term of office of all appointed members will be two years.
 - Ex-officio members may nominate a representative to attend a meeting in their absence. Committee members wanting to take leave of absence during their term should seek the approval of the Committee. Any short term membership replacements will be a matter for the Chair and the Chair of UEC to determine.

Quorum:

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

Support and Record Keeping:

- The Academic Quality and Standards Unit will provide Executive Officer support.
- Committee records, including agenda papers and Minutes, will be filed on the University's Records Management System by the Academic Quality and Standards Unit.

General:

- EPAQ will meet between four and six times a year.
- Written notice of place and agenda of meetings will be given to members at least seven days before each meeting.
- The minutes of the meetings of EPAQ will be forwarded to UEC, for information.
- EPAQ is committed to a review its operations periodically, being mindful of changing internal and external processes.