



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

# Academic Quality & Standards Subcommittee (AQSS)

## TERMS OF REFERENCE

### Terms of Reference

The Academic Quality & Standards Subcommittee (AQSS) is a formally constituted committee of the University Education Committee (UEC) with particular responsibility for quality assurance policy, systems and processes for teaching and learning in undergraduate and postgraduate taught courses and associated student support services and programs. AQSS monitors the progress and results of quality audits and reviews, and ensures the University meets the regulatory requirements which apply to higher education.

The Academic Quality & Standards Subcommittee will:

1. Facilitate the development and embedding of a culture of continuous improvement.
2. Coordinate and manage the design, implementation, monitoring and continual improvement of the UOW Quality & Standards Framework for Learning & Teaching and ensure that it is appropriately communicated to and applied by relevant stakeholders across all teaching locations.
3. In collaboration with Faculties, and other relevant units, develop appropriate qualitative and quantitative measures of performance of teaching and learning and to oversee, monitor and review their use.
4. Oversee preparation for any Tertiary Education Quality & Standards Agency (TEQSA) quality assessment or other whole-of-institution audit process and monitor the implementation of any recommendations or other opportunities for improvement arising from such audits.
5. Monitor compliance matters, review related reporting and oversee actions taken to address non-compliance matters and matters where policy, systems or practice are deficient as identified during quality audit, benchmarking or self-review processes. As part of the above, collaborate with the Education Policy Review Subcommittee on relevant policy responses to quality and compliance matters.
6. Monitor and review policy documents and decisions relating to admission to the University and course selection; and report on the results of this monitoring and review.
7. Assist the University to meet its academic obligations for registration as a higher education provider under the TEQSA Act and oversee preparations for the University's renewal of registration process.

### Membership

The Standards & Quality Subcommittee shall consist of:

- Senior Academic appointed by the Deputy Vice-Chancellor (Education) as Chair
- Director, Academic Quality and Standards
- Chair of Academic Senate
- Associate Deans (Education) (5) representing each Faculty
- Director Learning, Teaching & Curriculum or nominee
- Director Student Services Division or nominee

- Pro Vice-Chancellor (Students) or nominee
- Executive Director (Global) or nominee
- Director of Academic Governance and Performance, UOW Global Enterprises or nominee
- Three to five additional members of academic staff, appointed by the Chair on advice from the DVC(A), one of whom will be the Deputy Chair (appointed by the DVC(A) in consultation with the Chair)
- A student representative appointed by the Chair

The Academic Quality & Standards Unit shall provide Executive Officer support.

Some members may be co-opted to the Committee in an advisory capacity on the basis of their expertise in particular areas. AQSS may also appoint specialist groups to advise as the need arises.

Unless otherwise provided, the term of office of all appointed members shall 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 DVC(A) to determine.

#### 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.

#### Record Keeping

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

#### Meeting Frequency

Meetings will normally be held on Tuesdays at 9.30am for approximately two hours. AQSS will meet at least four times per year.