

Micro-credentials and MOOCs Committee Charter

Introduction

1. The Academic Quality Assurance Committee of the Australian National University has established the Micro-credentials and MOOCs Committee (“the Committee”) in accordance with section 32 of the [Academic Quality Assurance Committee Charter](#).
2. This Charter sets out the Committee’s objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

3. The objective of the Committee is to monitor, advise and provide assurance to the Academic Quality Assurance Committee on the quality of Micro-credentials (including Micro-credential stacks) and MOOCs offered by the University and its constituent parts.

Authority

4. The Academic Quality Assurance Committee authorises the Committee, within the scope of its role and responsibilities, to:
 - obtain any information it needs from any ANU staff and/or external party (subject to their legal obligation to protect information);
 - request the attendance of any ANU staff at Committee meetings; and
 - discuss any matters with external parties (subject to confidentiality considerations).

Composition and Tenure

5. The Committee consists of:
 - Dean, Academic Quality, as Chair
 - Deputy-Vice Chancellor (Academic)
 - Pro-Vice Chancellor (Education and Digital)
 - At least two Deputy or Associate Deans elected by the Associate Deans (Education)/Deputy Deans (Education).
6. As Micro-credentials (including Micro-credential stacks) and MOOCs are not ANU programs or courses there are no student representatives on the Committee.

7. The Committee may appoint a Deputy Chair from amongst its members, who serves in that role for a period of two years or until their term as a member expires, whichever is earlier.
8. Elected members serve a term of one year and are eligible for re-election.
9. If an elected member of the Committee is absent from three meetings of the Committee without the written approval of the Chair, or an elected member ceases to be eligible for election, the Chair may declare the member's position vacant.
10. When a vacancy occurs in the membership of the Committee, an eligible person will be elected to fill the vacancy, and serves the remainder of the former member's term of office.

Roles and Responsibilities

11. The Committee exercises such roles and responsibilities as may be assigned to it by the Academic Quality Assurance Committee from time to time, but only such powers as are explicitly delegated to it.
12. The Committee's responsibilities are to:
 - a. approve the creation of Micro-Credentials (including Micro-credential stacks) as per the [*Micro-Credentials procedure*](#) and approve the creation of MOOCs;
 - b. monitor and approve, within the framework provided by the University's policies and procedures, the quality assurance of teaching and learning in all Micro-credentials (including Micro-credential stacks) and MOOCs taught by the University and its constituent parts, and for reporting this to the ANU Teaching and Learning Development Committee;
 - c. in rare circumstances, and after consultation with the relevant Associate Dean (Education), approve the disestablishment of Micro-Credentials (including Micro-credential stacks) as per the [*Micro-Credentials procedure*](#), and the disestablishment of MOOCs;
 - d. monitor the compliance of all Micro-credentials (including Micro-credential stacks) with the [*Micro-credentials policy*](#) and the [*Micro-Credentials procedure*](#);
 - e. monitor compliance with the [*Guideline: The distribution of teaching offerings and responsibilities between the Centre for Learning and Teaching and the ANU Colleges*](#); and
 - f. consider and report on any matter referred to it by Academic Board, the Academic Quality Assurance Committee, or the Deputy Vice Chancellor (Academic).

Responsibilities of Members

13. Members of the Committee are expected to understand and observe the legal requirements of the [Australian National University Act 1991](#), the [Public Governance, Performance and Accountability Act 2013](#) and [University legislation](#).

14. Members are also expected to:

- act in the interests of the University as a whole;
- contribute the time needed to study and understand the papers provided; and
- apply good analytical skills, objectivity and good judgment.

Reporting

15. The Committee reports to each meeting of the Academic Quality Assurance Committee on the creation and disestablishment of Micro-credentials (including Micro-credential stacks) and MOOCs.

16. The Committee regularly, but at least once a year, reports to the Academic Quality Assurance Committee on its operation and activities. The report includes:

- a summary of the work it performed to fully discharge its responsibilities during the preceding year;
- details of meetings, including the number of meetings held during the relevant period, and the number of meetings each member attended.

17. The Committee may, at any time, report to the Academic Quality Assurance Committee and/or Academic Board any other matter it deems of sufficient importance to do so.

Administrative Arrangements

Meetings and Planning

18. The Committee shall meet at least six times per year on dates determined by the Committee.

19. A forward meeting plan, including meeting dates, location and agenda items, is agreed by the Committee each year. The forward meeting plan covers all its responsibilities, as detailed in this Charter.

20. The Chair is required to convene a meeting if asked to do so by at least 50% of the Committee members.

21. The Chair convenes and presides at all meetings of the Committee at which they are present. The Chair has a deliberative and a casting vote on all matters before a

meeting of the Committee. When the Chair is unable to preside at a meeting, the Deputy Chair presides.

22. The procedure at meetings of the Committee is determined by the person presiding over the meeting, taking into account the advice of the Committee members.

23. All matters relating to individual persons, including appointments, enrolment candidacy for degrees, personal details, performance and conduct are treated as confidential. Confidential items are so marked on the agenda and taken before any observers are admitted to the meeting. At the beginning of the meeting, members of the Committee may ask that other particular items on the agenda be treated as confidential and the Committee will determine this. During the course of the meeting, the Chair may declare a particular item to be confidential and observers are asked to leave until consideration of that item has finished. Where feasible, all Confidential Items shall be grouped together at the end of the Agenda so that observers and invitees may leave the meeting and not be required to wait during discussion.

Attendance at Meetings and Quorums

24. A quorum consists of at least 50 per cent of Committee members who hold office for the time being.

25. Meetings are held either in person or by video-conferencing. The Secretariat shall arrange the telephone or videoconferencing facility.

26. An elected member of a Committee who is unable to attend a meeting of the Committee may nominate an alternate from the same category of membership to attend the meeting on their behalf. An alternate must be a person who would otherwise be eligible to be chosen as a member of the Committee.

27. An ex-officio member of the Committee who is unable to attend a meeting of the Committee may nominate an alternate to attend the meeting on their behalf. The nominated alternate must be a senior member of academic staff.

28. Alternates have the same rights and responsibilities as Committee members. An alternate may not be appointed Deputy Chair.

29. Meetings of the Committee are open to members of the ANU Council, academic and professional staff of University and to undergraduate and postgraduate students of the University, as observers. Observers register their intention to attend a meeting with the Committee Secretary in advance of the meeting; and are admitted by the Committee Secretary on a "first come first served" basis and within the constraints of available space in the meeting venue.

30. Observers may only speak if invited to do so by the Chair and in such cases may only speak on the particular issue about which they were invited to speak. Observers may not bring recording equipment or cameras into the meeting.

31. The Chair may request any other ANU staff and/or external party to attend Committee meetings or participate in certain agenda items.

Secretariat

32. The Centre for Learning and Teaching provides secretariat support to the Committee.

33. Academic Colleges are responsible for the development and preparation of proposals for the establishment of Micro-credentials (including Micro-credential Stacks) and MOOCs that they are proposing and for papers on the review and compliance of Micro-credentials (including Micro-credential Stacks) and MOOCs that they teach. The Centre for Learning and Teaching is responsible for the development and preparation of other reports and other papers to be presented to the Committee.

34. The Centre for Learning and Teaching will ensure the agenda and supporting papers for each meeting are circulated (via the Committee's Sharepoint site) after approval from the Chair and at least seven days before the meeting.

35. The Centre for Learning and Teaching will ensure the minutes of the meetings are prepared and maintained. Minutes must be approved by the Chair and circulated to each member of the Committee.

Conflicts of Interest

36. Committee members must declare any material personal interests, whether they are actual, potential or perceived, at the start of each meeting or before discussion of the relevant agenda item or topic. Details of material personal interests declared by Committee members, and actions taken, are appropriately recorded in the minutes.

Induction

37. The Chair of the Committee provides an induction for Committee members to assist them to meet their Committee responsibilities.

Assessment and Review

38. The Chair, in consultation with the Secretary of the Academic Quality and Assurance Committee, initiates every second year a review of the performance of the Committee, and this Charter, with appropriate input sought from Committee members, the University Executive, College Deans and any other relevant stakeholders. The review of performance will be conducted on a self-assessment basis unless otherwise determined by the Academic Quality and Assurance Committee.