



Australian  
National  
University

## **UNIVERSITY EDUCATION COMMITTEE MEMBERSHIP AND OPERATING PROCEDURES**

(Reference *ANU Academic Board and Committees Rules 2014*)

### **1. MEMBERSHIP**

#### **1.1 Composition**

The current membership of the Committee comprises:

- (a) the Deputy Vice-Chancellor (Academic) as Chair of the Committee;
- (b) the Pro Vice-Chancellor (University Experience);
- (c) the Pro Vice-Chancellor (Education and Global Engagement);
- (d) the Dean of Medicine and Health Sciences;
- (e) the Dean of each ANU College or his or her nominee
- (f) 1 academic staff member from each ANU College nominated by the Dean of that College and appointed by the Chair;
- (g) the Dean of Students;
- (h) the Director of the Tjabal Indigenous Higher Education Centre;
- (i) the Registrars;
- (j) the University Librarian;
- (k) 1 postgraduate student appointed by the Chair of the Committee in consultation with the President of the Postgraduate and Research Students' Association Inc.;
- (l) 1 undergraduate student appointed by the Chair of the Committee in consultation with the President of the Australian National University Students' Association Inc.;
- (m) one General Manager of a College appointed by the Chair of the Committee;
- (n) 1 member of the general staff appointed by the Chair of the Committee;

(o) not more than 2 additional members appointed by the Chair of the Committee to provide a diversity of views if the Chair believes the current membership of the Committee does not reflect the academic and cultural diversity of the University.

## **1.2 Standing Invitation to Attend**

A standing invitation to attend meetings may be extended to a member of the staff of the University by the Committee on the recommendation of the Chair.

## **1.3 Term of Appointment**

- 1) The term of appointment of each appointed member of the Committee other than the members mentioned in 11) and 12) (above) is to be 2 years, but may be renewed.
- 2) The term of appointment of members mentioned in paragraphs 11) and 12) (above) is to be 1 year, but may be renewed.

## **1.4 Vacancies**

If the position of an appointed member falls vacant due to:

- the resignation of the member; or
- the death of the member; or
- the member ceasing to hold the requisite qualifications for the position;

the Chair may appoint a person who would otherwise be eligible for appointment to the position to complete the remainder of the former member's term of office.

## **1.5 Gender Balance**

Whenever an opportunity arises for the Chair to appoint a new member to the Committee, the Chair will have regard to the current gender balance of the committee before making decisions regarding an appointment.

## **2. TERMS OF REFERENCE OF THE UNIVERSITY EDUCATION COMMITTEE**

The Committee may advise the Academic Board or the Vice-Chancellor:

- 1) on matters relating to the University's educational programs including postgraduate coursework and activities; and
- 2) on major issues relevant to the University's strategic plans and overarching policy; and
- 3) on any matter referred to the Committee by the Academic Board, Vice-Chancellor, the Chair of the Committee or a member of the University Executive with portfolio responsibility for education.

The Committee, in carrying out its role is:

- 1) to monitor the development of the University's policies and plans in relation to education; and
- 2) to advise on the coordination of the University's educational activities; and
- 3) to monitor the quality of the University's educational programs and activities.

### **3. ROLE OF THE COMMITTEE AND MEMBERS**

The Committee will take a University-wide perspective in carrying out its role.

Noting the need to exercise discretion in relation to any confidential matter, all other matters before the Committee should be open to wide discussion by members and members should inform themselves as fully as possible about issues in preparation for meetings.

### **4. CHAIR**

- 1) The Chair of the University Education Committee is the Deputy Vice-Chancellor (Academic).
- 2) The Chair of the Committee (or, if the chair is not present, the Deputy Chair) is to convene all meetings of the Committee and preside at all meetings of the Committee at which he or she is present.
- 3) The Chair of the Committee must convene a meeting of the Committee at any time if asked to do so by at least 50% of the members.
- 4) The procedure at meetings of the Committee is to be determined by the Chair taking into account the advice of the members.
- 5) At a meeting of the Committee, the Chair has a deliberative and a casting vote.

### **5. DEPUTY CHAIR**

- 1) The Deputy Chair of the Committee is to be elected from among their number by the Committee.
- 2) When directed to do so by the Chair, the Secretary will call for nominations for the position. Nominations will be kept open for at least seven days.
- 3) Nominations require a nominator who is a member of the Committee and the agreement of the nominee to stand for election.
- 4) If more than one nomination is received a ballot will be conducted by the Secretary. The period for balloting will be at least seven days. In a ballot, the method of voting will be first past the post.
- 5) The term of office is two years.
- 6) If the position of a Deputy Chair falls vacant due to:

- the resignation of the Deputy Chair; or
  - the death of the Deputy Chair; or
  - the Deputy Chair ceasing to be a member of the Committee;
- the Chair will direct that an election be conducted accordance with aforementioned process. The newly elected Deputy Chair will serve a term of office of two years.

## **6. MEETING SCHEDULE**

It is expected that the Committee will meet at least once every 2 months. A schedule of meeting dates will be maintained at the Committee's site.

## **7. QUORUM**

At a meeting of the Committee, 50% of its members constitute a quorum, or, if that number is not a whole number, then the next whole number greater than the first-mentioned number.

## **8. ATTENDANCE AT MEETINGS**

- 1) An appointed 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 his or her behalf.
- 2) An alternate must be a person who would otherwise be eligible to be chosen as a member of the Committee.
- 3) An alternate has the same rights and obligations as the substantive member in whose place the alternate attends the meeting.
- 4) Subject to the above provisions relating to alternates, members who are unable to attend a meeting may nominate a person to attend on their behalf without voting rights.
- 5) Acting appointments (e.g. persons formally appointed as Acting Head of College) have full Committee membership rights.
- 6) Attendance by invitation for particular items will be determined by the Chair prior to meetings and will be subject to the agreement of the meeting.
- 7) The Chair may confer speaking rights in respect of non-members who attend meetings by invitation.

## **9. SUBCOMMITTEES**

The Committee may establish one or more subcommittees to assist it in the carrying out of its functions.

**10. OPEN MEETINGS OF THE UNIVERSITY EDUCATION COMMITTEE**

- 1) Meetings of the University Education Committee will be open to members of the University Council, academic and professional staff of University and to undergraduate and postgraduate students of the University.
- 2) No more than 20 persons will be admitted as observers at any meeting. Observers will be treated on a "first come first served" basis. They should notify the Secretary to the Committee in advance of the meeting of their request to attend. Observers will be asked to sign the attendance sheet at the meeting.
- 3) Observers will have no speaking right and may not communicate with members of the Committee during the meeting.
- 4) Observers may not bring recording equipment or cameras into the meeting.
- 5) All matters relating to individual persons, including appointments, enrolment, candidacy for degrees, personal details, performance and conduct are to be treated as confidential. Confidential items will be so marked on the agenda and taken before any observers are admitted to the meeting. At the beginning of the meeting, members of the University Education 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 will be asked to leave until consideration of that item has finished.
- 6) Access to copies of the agenda will be made available to observers where possible.

**11. SECRETARIAT**

The Vice-Chancellor nominates officers of the University to provide secretariat and other support to the Committee.

**12. DISTRIBUTION OF AGENDAS AND MINUTES**

- 1) Agendas and minutes will be available to members from the Committee's alliance site.
- 2) A distribution will be maintained by the Secretariat.
- 3) Members may either download the agenda and minutes to personal laptops or iPads, or in hard copy from the site.
- 4) Normally, agendas will be distributed to members approximately one week prior to the meeting.
- 5) Minutes will be posted on the Committee's website following confirmation by the Committee.