

NORTHERN MELBOURNE INSTITUTE OF TAFE

BOARD

HIGHER EDUCATION (HE) ACADEMIC COMMITTEE

TERMS OF REFERENCE

The Higher Education (HE) Academic Committee is to assist the Board of Northern Melbourne Institute of Technical and Further Education to ensure appropriate supervision of HE programs and maintenance of high standards in teaching and academic performance.

1. FUNCTION

The HE Academic Committee will have the following functions (in addition to any other functions delegated by the NMIT Board) -

- (a) to advise/assist the Board in relation to the performance or exercise of any of its powers, duties or functions in regard to the academic standards of higher education programs in the Institute;
- (b) to perform or exercise any power, duty or function of the Board which is delegated to the HE Academic Committee under clause 16 of the Institute Constitution.

In pursuit of these functions the HE Academic Committee will -

- * develop and review from time to time the Institute's educational philosophy and goals as they apply to higher education programs within the objectives of the Institute;
- * oversee the HE programs including matters of quality management;
- * advise the Resources Committee on broad policy relating to the organisation and administration of HE programs in terms of educational development;
- * advise the NMIT Board on any matters of academic policy and procedures for degree students;
- * develop academic policies and procedures for consideration by the Board;
- * review the quality and adequacy of academic services and facilities;
- * provide advice on the future development of the NMIT Higher Education program profile;

1. FUNCTION (contd)

- * establish and maintain regulations for admission, academic progress and assessment;
- * confirm to the Board the names of students who have successfully completed the requirements for the award of the Higher Education qualification;
- * monitor developments in the HE area regionally and internationally and advise the NMIT Board on possible impacts for NMIT;
- * report on any matter referred to it by the Board or the Chief Executive Officer;
- * report to the Board as required;
- * provide an Annual Report to the Higher Education & Regulations Division;
- * provide an Annual Report to the NMIT Board on the extent to which the educational objectives of the Institute have been achieved;
- * receive monitoring reports from degree committees and oversee the maintenance of academic standards;
- * provide minutes and recommendations from the meetings to the NMIT Board.

2. COMPOSITION

The NMIT Board, subject to any Act or statutory rule governing the composition of any committee, may decide the composition of the HE Academic Committee but -

- (a) the Board must appoint the Chairperson of the HE Academic Committee who must not be a member of staff or a student of the Institute, and
- (b) the Board has the power of appointment/removal of members and Chairperson of the HE Academic Committee under clause 15 of the Institute Constitution.

The composition of the Higher Education Academic Committee will be as follows -

- 1 x Member of the NMIT Board appointed by the Board, who will be appointed as Chairperson and who cannot be a member of staff or a student of the Institute
- 1 x Chief Executive Officer, Northern Melbourne Institute of TAFE
- 1 x Director, Programs
- 1 x Director, Client Services
- 1 x Academic Head of Higher Education Programs
- All Heads of Program for each Degree

2. COMPOSITION (cont'd)

- All Heads of Faculties that deliver Higher Education programs
- 1 x Member of Higher Education teaching staff, elected by Higher Education teaching staff
- 1 x Higher Education student, elected by Higher Education students
- 1 x Manager, Research and Development
- 1 x Head of Library
- 1 x Manager, Quality Assurance
- 1 x Academic Registrar
- 1 x External academic member representing each Faculty delivering HE programs.

3. ELECTED REPRESENTATIVES

Elections are to be held in accordance with the Institute Rule - *Election Procedures*.

- Only Higher Education academic staff employed by the Institute on 0.5 EFT or more and Higher Education students enrolled at the Institute are eligible to stand for office and to vote for the staff and student members respectively.
- The elected staff member shall hold office for two (2) years after their election, providing they remain in the service of the Institute.
- The elected student member shall hold office for one (1) year after their election, providing they remain a student of the Institute.
- A member elected to fill a casual vacancy shall hold office for only the unexpired term of office of the member in whose place he/she is elected.

4. EXTERNAL MEMBERS

External members will be recruited on advice from the Academic Head and appointed for a three-year term by the NMIT Board.

5. MEETINGS

The Higher Education Academic Committee will meet six (6) times per year. Reports from the meeting will be forwarded to the NMIT Board for inclusion in the next Board Agenda.