

Academic Board Steering Committee

Charter

This Charter sets out the functions of the Academic Board Steering Committee, the responsibilities of its members and provides details of the Committee's membership and operations.

Purpose

The Academic Board Steering Committee ("the Committee") is a standing committee of the Academic Board responsible for managing and scheduling the business of the Academic Board.

Functions

The functions of the Committee are to—

- plan the annual program of business for the Academic Board, including appropriate topics for strategic discussions;
- support the Chair Academic Board (when required) to develop agendas and meeting papers for meetings of the Academic Board;
- commission papers on academic matters on behalf of the Academic Board for submission to the Academic Board;
- advise and facilitate the flow of business to the Academic Board;
- recommend the issue of circular resolutions on urgent matters for decision by the Academic Board between scheduled meetings of the Academic Board;
- resolve urgent business, with all decisions to be ratified by Academic Board either at its next meeting or by circular;
- perform any other function that may be delegated to it by the Academic Board or the Vice-Chancellor with respect to:
 - learning and teaching quality;
 - curriculum;
 - research

Membership

- Chair: the Chair of the Academic Board
- Deputy Chair/s of the Academic Board
- Deputy Vice-Chancellor Global, Engagement and Quality
- Pro Vice-Chancellor VET and Pathways and Chief Executive, TAFE
- One Pro Vice-Chancellor to be nominated by their cohort:
 - Pro Vice-Chancellor (Learning and Teaching)
 - Pro Vice-Chancellor (Research and Innovation)
- Chief Learner Experience Officer, or nominee

- Chair, Curriculum Committee
- Chair, Learning and Teaching Quality Committee
- Chair, Research Committee

Academic Board Steering Committee Chair

The Chair of the Academic Board will chair the Academic Board Steering Committee.

The Chair has full voting rights, and in the case of an equal vote, has the casting vote.

Appointment of Deputy Chair

The Deputy Chair/s of the Academic Board will act as the Deputy Chair/s of the Academic Board Steering Committee.

Responsibilities of Committee members

Members of the Committee must—

- act in good faith, honestly and for proper purposes;
- exercise reasonable skill, appropriate care and diligence;
- avoid all conflicts of interest; and
- demonstrate the University's Living Values of inclusion, innovation, excellence, empowerment and collaboration.

Meetings

The Committee will meet as required, at least two (2) times per year.

The quorum for a meeting is fifty per cent (50%) of the membership.

Circulars may be used to manage time critical business between meetings and when necessary, on behalf of the Academic Board to resolve urgent business, with all decisions to be ratified by the Academic Board at its next meeting.

A joint meeting of the Academic Board Steering Committee and the Vice-Chancellor's Senior Team may be scheduled as required.

Reporting

The Committee must report to the Academic Board—

- by provision to it of the Committee minutes;
- if a significant or material matter of concern arises; and
- annually, on the performance of its functions and the achievement of its objectives

Approval and next review date

Approved: Academic Board 12 November 2024

Amendments approved:

- Academic Board Steering Committee (by delegation) 3 March 2025
- Academic Board 26 August 2025

Next review due: 12 November 2026