

# Academic Course Portfolio Committee

## Terms of Reference

These Terms of Reference set out the functions and responsibilities of the Academic Course Portfolio Committee (formally known as the Higher Education Business Approval Committee), the responsibilities of its members, and provides details about its membership and operation.

### Purpose

The Academic Course Portfolio Committee (“the Committee”) was established under the direction of the Vice-Chancellor and President, is responsible for business decisions relating to the higher education course portfolio.

### Objectives of the Committee

The functions of the Academic Course Portfolio Committee are to:

- Approve business cases of new Higher Education academic courses prior to submission to the academic approval process
- Approve business cases of new micro credentials and short courses.
- Oversee the implementation of new courses (report on pipeline until launch)
- Monitor the performance of new courses against their business cases
- Monitor teach out of courses and units
- Approve business cases for opening existing academic courses for intake at additional campuses/online/partner locations
- Manage the business analysis of Higher Education course offerings (course and unit viability) and courses for review and make recommendations
- Implement a process of continual improvement in course offerings based on available data and market analysis
- Ensure the most efficient use of Institute and project resources including the mobilisation and demobilisation of resources (e.g. salary budget, infrastructure needs) as required to implement the Committee’s recommendations
- Ensure adequate cost control systems are in place
- Ensure best practice controls are in place in terms of management of risks.

### Membership

- Pro Vice-Chancellor (Learning and Teaching) and Executive Dean Institute of Education, Arts and Community (Chair) or delegate
- Pro Vice-Chancellor (Research) and Executive Dean, Institute of Health and Wellbeing (Deputy Chair) or delegate
- Pro Vice-Chancellor (Innovation) and Executive Dean, Institute of Innovation, Science and Sustainability (Deputy Chair) or delegate
- Deputy Vice-Chancellor (Global, Engagement and Quality) or delegate
- Chief Financial Officer or nominee
- Chief Learner Experience Officer or nominee
- Chief Operating Officer or nominee
- Director, Fed Services or nominee
- Other co-opted members approved by the Chair.

In attendance (non-voting)

- Academic Operations Specialist
- Manager, Curriculum Services (also secretariat)
- Others invited as needed to provide expertise approved by the Chair

### **Roles & Responsibilities**

Each member is responsible for:

- providing timely feedback on business cases ahead of a committee meeting;
- raising issues with the committee;
- participating in meetings; and,
- providing the link to their portfolio and consult and communicate decision made by the committee within their portfolio.

Each Member is to advise the Chair if unable to attend and provide a delegate who will represent the Member.

In addition, 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.

### **Decision Making**

While all efforts will be made to base decision making on data and other evidence, where recommended by the Committee, a Deputy Chair will be asked to chair deliberations about academic courses from the Chair's Institute.

### **Meetings**

The Committee will meet on a monthly basis at least ten (10) times per year. Meetings will be hosted at the University's Mt Helen campus and/or virtually via Teams.

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

### **Agenda Preparation**

A call for agenda items will be made approximately two weeks prior to each meeting by the Committee's secretary for collation in the meeting's agenda papers. The final agenda and papers will be distributed at least one week before each meeting.

Papers will be uploaded to the relevant area in Curriculum Centre where feedback will be sought from members ahead of submission to the committee.

### **Record Keeping**

Each meeting will be recorded on Microsoft Teams. The rationale for decision making and the actual decisions made will be captured from this recording and shared with members within an appropriate MS Office Teams site.

### **Reporting**

- The Committee reports twice-yearly to VCST on the performance of all Higher Education course offerings and pipeline status of new courses.
- The Committee reports annually to Academic Board on academic components.
- Business case approvals for academic course are forwarded to Institute Boards and Curriculum Committee for noting.
- Curriculum Committee academic proposals are checked against approved business cases before being forwarded to Academic Board.

**Approval and next review date**

Approved: Academic Course Portfolio Committee &lt;insert date&gt;

Next review due: &lt;insert date 2 years from approval date above&gt;