

Higher Education Curriculum Committee

The Higher Education Curriculum Committee (HECC) is a committee of the University's Academic Board.

Terms of Reference

1 Purpose

HECC has broad responsibility in the domain of new coursework programs, review and accreditation of programs and integrity of academic offerings in higher education (HE).

2 Responsibilities

- a) Recommend approval for all new and modified HE coursework programs and new courses.
- b) Report to Academic Board on the compliance of programs within the Higher Education Standards Framework, Australian Qualifications Framework, Tertiary Education Quality Standards Agency, and the University's Learning and Teaching Plan and on any relevant matter in the Universities Strategic Plan.
- c) Examine proposals and provide advice to Academic Board on all HE coursework programs, alterations to be added to Schedule 5.1 and Schedule 5.1.1 and any substantial changes to existing programs as recommended by School Boards.
- d) Monitor the review of established award higher education programs on a defined cycle and provide an annual report to Academic Board on program reviews and the implementation of recommendations.
- e) Monitor, consider and identify opportunities for making curriculum approval processes more efficient, and provide recommendations to Academic Board.
- f) Receive, consider and respond to reports from, and provide advice to the University on all aspects of HE curriculum design and assessment.
- g) Approve and oversee a register of non-award programs.
- h) Receive, consider and respond to any matter referred to it by Academic Board on the development of recommendations, policy and procedures relating to HE curriculum.
- i) Recommend, advise and inform Academic Board on state and national qualification and regulatory frameworks that relate to HE curriculum.
- j) Consider opportunities and strategies to develop and enact pathways between programs.
- k) Receive annual reports from schools on the performance of their HE programs.
- l) Receive data from Strategic Planning as necessary to fulfil its quality oversight role.

3 Composition of Higher Education Curriculum Committee

Ex officio members

Chair, Higher Education Curriculum Committee

Chair, Academic Board or nominee

Deans of Schools or nominees

Chair, Learning and Teaching Quality Assurance Committee or nominee

Chair, VET Curriculum and Quality Committee or nominee

Pro Vice-Chancellor, International or nominee
Deputy Vice-Chancellor (Academic) or nominee
Manager, Registrar Services

Elected Members

One member of the TAFE delivery team
One higher education academic (levels A - E)

Co-opted members

The committee may co-opt any member of the University community or an external expert where particular expertise or insights are required. The term of their appointment will be determined by the committee when appointed, and they can be re-appointed.

4 Appointment of Chair and Deputy Chair

a) Chair

The Chair of the committee will be appointed for a period of two years by Council on the recommendation of the Chair of Academic Board, with a maximum of three consecutive terms. The Chair has full voting rights, and in the case of an equal vote, has the casting vote.

b) Deputy Chair

The committee will elect a Deputy Chair from its members at its first meeting each year for a one-year term. The Deputy Chair will take on the role in addition to their current position on the committee which will not fall vacant due to their election. The Deputy Chair is eligible to stand for re-election at the end of their term, for a maximum of three consecutive terms.

5 Elections

a) Elections for positions on the committee are conducted in accordance with Statute 7 of the University's Statutes and Regulations.

b) The election amongst members for the Deputy Chair role is conducted in accordance with Statute 7.2 of the University's Statutes and Regulations.

6 Terms of office

a) Ex officio members hold office by right of the position they hold in the University.

b) Elected staff members hold office for a term of two-years, with a maximum of three consecutive terms.

c) Elected student members hold office for a period of one or two years (aligning with the current term of office for students elected to Student Senate) with a maximum of two terms.

d) Where an elected member of the committee ceases to meet the eligibility criteria for their appointment, their membership on the committee will cease and a casual vacancy will be created.

e) Co-opted members hold office for a term determined by the committee at the time of appointment.

7 Removal and resignation of members

- a) Where a non ex officio member expects to be absent for three or more meetings in a year, they must resign from their position by writing to the Chair. Leave of absence may be granted at the discretion of the Chair, if requested.
- b) The committee may remove any non ex officio member from office if:
 - they fail to attend three meetings without the approval of the Chair;
 - their performance on the committee is considered by the committee to be unsatisfactory;
 - they are found to have engaged in misconduct of a serious or recurrent nature.
- c) A non ex officio member may resign from the committee by tendering their resignation in writing to the Chair.
- d) The Chair may resign from the committee by tendering their resignation in writing to the Chair of Academic Board.
- e) Any vacancy on the committee will be filled according to the procedure for filling casual vacancies, except in the case of a member's term of office expiring.
- f) A vacancy which arises for any reason other than the expiration of a term of office, will be called a casual vacancy.

8 Filling casual vacancies

- a) An election will be held to fill any casual vacancy for the remainder of the term of office.
- b) If the casual vacancy occurs within three months of a member's term of office expiring, the position may be left vacant for the remainder of the term.
- c) Members elected to fill a casual vacancy will assume office at the next committee meeting.

9 Working parties

The Chair of the committee may establish working parties of an ad hoc nature and direct inquiries to any element of the University to fulfil their purpose. Membership of the working party can be drawn from within the committee and/or outside of the committee

10 Meetings

Meetings will comply with the Standing Orders of Academic Board.

11 Related documents

[Standing Orders of Academic Board \(pdf, 177 kb\)](#)

Federation University Australia [Statute 2.2 Academic Board \(pdf, 32kb\)](#)

Federation University Australia [Regulation 2.2.2 Academic Board \(pdf, 37kb\)](#)

Federation University Australia [Statute 1.3 Meetings \(pdf, 10kb\)](#)

Federation University Australia [Statute 5.1 - Academic Awards and Courses \(pdf, 60kb\)](#)

[Australian Qualifications Framework](#)

For further information

Academic Secretariat | Email: academic.secretariat@federation.edu.au

URL: <http://federation.edu.au/staff/governance/academic-board>