MASSEY UNIVERSITY

ACADEMIC BOARD COMMITTEES

ACADEMIC COMMITTEE

TERMS OF REFERENCE

1.0 Statement of Intent and Purpose

1.1 University Strategy

The University's teaching and learning strategy is to provide an exceptional, distinctive and high quality learning experience for all students. Effective engagement of the University community in academic decision-making is an integral part of this strategy.

To provide effective engagement of the University's academic community in academic decision-making the role and function of Academic Committee is to contribute to the quality assurance of the University's academic portfolio of qualifications and papers through cross-College peer review and scrutiny of proposals made to the Committee, and the provision of advice to Academic Board.

1.2 Legislative Authority

Academic Board is a Board established pursuant to Section 182(2) of the Education Act 1989. The Academic Board may convene sub-committees to undertake specific duties on behalf of the Board. For the avoidance of doubt, all sub-committees constituted by the Academic Board are hereby deemed to be Committees of Council appointed pursuant to Section 193 of the Education Act 1989. All delegations by the Academic Board to its sub-committees are hereby deemed to be delegations by Council to its Committees. Those sub-committees may further delegate to staff.

1.3 Specific Delegations

Council delegates the following powers to the Academic Board Committee Academic Committee:

(i) Approval of all minor Calendar changes and changes to existing programmes and papers that do not require CUAP approval with the exception of (v) below;
(ii) Approval of all proposals from College Boards for new papers;
(iii) Approval of key dates for the academic year to be published annually in the University Calendar
(iv) Acceptance of Qualification Review Reports from the Colleges including reports on progress toward implementation of review recommendations;

(v) Acceptance of Graduating Year Review Reports from College Boards and approval of those reports for forwarding to CUAP; and
(vi) Approval and quality assurance of community education, credit bearing continuing education and professional development courses provided by Massey University.

Academic Committee has assigned the following functions to College Boards, with outcomes to be forwarded to the Academic Policy and Regulations Unit (APRU) for noting at Academic Committee:

Paper Level Changes

I. Changes to the paper title
II. Changes to the paper prescription
III. Changes to the paper offering status (valid, not offered, obsolete)
IV. Changes to the paper offering details (semester, mode, paper beginning and end dates)
V. Changes to the elearning category of the paper
VI. Changes to the location of delivery of a paper (onshore and offshore)
VII. Changes to prerequisites, corequisites or restrictions
VIII. Changes to the paper learning outcomes
IX. Changes to the paper assessment weightings

Programme Level Amendments (non-CUAP)

I. Adding an existing paper to, or removing it from, another qualification or specialisation schedule

2.0 Membership

The membership of the Academic Committee shall be comprised as follows:

- Assistant Vice-Chancellor with portfolio responsibilities for Academic matters (Chair)Pro Vice-Chancellor or their representative (representatives to be appointed for a term of one year) and their nominee of each College (Nominees to be appointed for a term of 3 years)
- One Maori staff representative, nominated by the Assistant Vice-Chancellor with portfolio responsibilities for Māori and Pasifika Two student representatives nominated by the Massey University Students' Association. (to be appointed for a maximum term of 3 years)
- University Librarian
- Massey University's CUAP Representative (if not Assistant Vice-Chancellor with portfolio responsibilities for Academic matters)
- An academic staff member co-opted by the Chair Director Academic Policy and Regulations Unit Administrative Support to be provided from the Academic Policy & Regulations Unit.

Total Membership: 17

3.0 Chair of Academic Committee

Assistant Vice-Chancellor with portfolio responsibilities for Academic matters

4.0 Sub-Committees of Academic Committee

Nil

5.0 Meetings and other Protocols

The duties of Academic Committee are to:

1) Receive, review and make recommendations to Academic Board regarding:

    a) the approval of all proposals from College Boards and the Graduate Research School for new qualifications and specialisations;
    b) changes to existing, or introduction of new regulations relating to the portfolio of qualifications;
    c) the provision of formal responses to Universities New Zealand or its Committee on University Academic Programmes or NZQA on any matter relating to the structure and composition of degree frameworks and definitions;
    d) any issues relating to the University's portfolio of qualifications as appropriate or if requested by the Academic Board; and
    e) any other matters as may be referred to the Committee by the Vice-Chancellor's Office, Academic Board, Teaching & Learning Committee, or College Boards.

2) Receive, review and approve as appropriate:

    a) summary reports from the Academic Policy and Regulations Unit on paper and programme changes made by College Boards
    b) all proposals submitted by College Boards for Calendar changes and changes to existing programmes and papers;
    c) all proposals from College Boards for new papers;
    d) key dates for the academic year to be published annually in the University Calendar;
    e) all Graduating Year Review Reports from College Boards for forwarding to CUAP;
    f) all credit-bearing proposals for community education and continuing and professional development education courses to be provided by Massey University

3) Receive and review all Qualification Review Reports, and reports on progress toward implementation of review recommendations, from Colleges.

4) Liaise with the Academic Policy and Regulations Unit, College Boards and any other committees or services as appropriate regarding the implementation of new statutes or regulations, or changes to existing statutes or regulations.

Academic Committee will normally meet monthly at least one week prior to the meeting of Academic Board. A quorum of the Academic Committee shall comprise a majority of the members then holding office and no business will be transacted unless a quorum is present.

Pro-Vice Chancellors may cede their membership to a named representative for a term of one year, this representative will have full speaking and voting rights. The Pro-Vice Chancellor will notify Academic Committee of their intention to do so and this will be minuted accordingly. At no meeting will both the representative and the Pro-Vice Chancellor attend together. In the event that either the PVC or their normal representative cannot attend a meeting of the Committee, a representative can be named to speak and vote on their behalf.

The Assistant Vice-Chancellor with portfolio responsibilities for Academic matters will convene and chair the meetings of the Academic Committee or nominate a substitute chairperson in his/her absence. The substitute Chairperson to be drawn from the membership of the Committee. At any meeting of Academic Committee the person presiding will have a deliberative vote and, in the case of an equality of votes, a casting vote. Every question before Academic Committee will be decided by a majority of the valid votes recorded.

The role of the Academic Policy and Regulation Unit, in support of Academic Committee deliberations, will be to quality-assure documents submitted for discussion, and to facilitate and expedite prior cross-College consultation so that Academic Committee is free to focus primarily on substantive matters and decision-making. Academic Policy and Regulations Unit consultants will be in direct contact with the College sponsors of proposal documents to ensure that the business of Academic Committee is conducted with maximum efficiency.

The Agenda, Minutes and other documents for the meeting will be managed by the Academic Policy & Regulations Unit, with documents to be received at least eight days prior to the meeting. Late papers will not normally be accepted.

Tabled documents will not be voted upon at that meeting. They will be placed on the agenda of the following meeting.

Proposals that the Committee believes may have significant resourcing or strategic implications should be referred to the relevant PVC or, as appropriate, to the Academic, Research and International sub-committee of the Senior Leadership Team.

Meetings will be conducted in two parts. Part One will consist of general business and may be attended by the public. Part Two will exclude the public and press so that matters may be discussed without public disclosure when the committee is satisfied that there are considerations which outweigh the public interest of disclosure. In any case where the Committee agrees that a particular member of the University community, or any Board, Committee, or Working Party could provide pertinent information regarding an item before it, it may invite the individual or representative(s) of a larger group to contribute to its proceedings.

6.0 Reporting to Academic Board

Minutes of the Committee, together with the relevant documents, will be forwarded for the agenda of the next scheduled meeting of Academic Board, where the Chair of Academic Committee will also be responsible for speaking to specific items of business and recommendations from the Committee to Academic Board for review and action. Academic Committee will also provide an annual report to Academic Board summarising the approvals made and matters considered by the Committee during the previous year.

Document Control
Approved by Academic Committee February 2015