

ACADEMIC BOARD COMMITTEES

College Board, College of Health

Terms of Reference

1. Statement of Intent and Purpose

1.1. University Strategy

The University's teaching and learning goal 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 College of Health disciplines in academic decision-making, the roles and functions of the College Board of the College of Health are as follows.

The Board will act as the foremost body for academic decision-making within the College of Health, engage its academic community in that process, and accept the role of custodian of the core principles, processes, standards and integrity of the College's programmes of teaching, learning and research.

The Board will contribute to the development of the College academic strategy for its programmes of teaching, learning and research and will be one of the forums in which that strategy is approved. Board members are encouraged to provide leadership in the formation and execution of these strategies. The College strategy will contribute to, and operate within, the principles of the University's academic strategy.

The Board will advise the Massey University Academic Board on academic matters, including but not limited to teaching, research, academic policy issues, creation of and revision of the regulatory framework and content of qualifications managed by the College on behalf of Massey University, and matters relating to prizes, scholarships and other awards.

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 of the Academic Board to its subcommittees are hereby deemed to be delegations by Council to its Committees. Those subcommittees may further delegate to staff.

1.3. Specific Delegations

Council delegates the following powers to the College of Health Board:

1.3.1. Advise the Massey University Academic Board on academic matters, including but not limited to: academic policy issues, revisions to the regulatory framework and content of qualifications managed by the College on behalf of Massey University and matters related to prizes, scholarships and other awards;

1.3.2. Delegate responsibility, as appropriate, to the Director of Teaching and Learning, Academic Programmes Director and Programme Directors, for programme

management within the regulatory framework of the University, including but not limited to, the approval of courses of study and examination results for individual students, and quality assurance of academic programme delivery;

1.3.3. Delegate responsibility, as appropriate, to its academic sub-committees to facilitate and support the academic review of curricula and expected learning outcomes;

1.3.4. To approve, as assigned by Academic committee, the following functions with outcomes to be forwarded to the Academic Policy and Regulations Unit for noting at Academic Committee;

Paper-changes

- 1.3.4.1. Changes to the paper title
- 1.3.4.2. Changes to the paper prescription
- 1.3.4.3. Changes to the paper offering status (valid, not offered, obsolete)
- 1.3.4.4. Changes to the paper offering details (semester, mode, paper beginning and end dates)
- 1.3.4.5. Changes to the location of delivery of a paper (onshore and offshore)
- 1.3.4.6. Changes to the prerequisites, co-requisites or restrictions

Non-Calendar changes

- 1.3.4.7. Changes to the eLearning category of the paper
- 1.3.4.8. Removal or addition of entry limitations
- 1.3.4.9. Changes to the paper learning outcomes
- 1.3.4.10. Changes to the paper assessment weightings

Programme amendments (non CUAP)

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

1.3.5. Exercise other powers delegated to it by the Massey University Academic Board.

2. Membership

The membership of College Board for the College of Health shall be as follows:

	<i>Number to Attend</i>
<i>Ex officio</i>	<i>(11)</i>
<i>Pro Vice-Chancellor</i>	<i>1</i>
<i>Deputy Pro Vice-Chancellor</i>	<i>1</i>
<i>Heads of Units</i>	<i>5</i>
<i>ISchool of Food and Nutrition</i>	
<i>School of Social Work</i>	
<i>School of Nursing</i>	
<i>School of Public Health</i>	
<i>School of Sport and Exercise</i>	
<i>College Directors</i>	<i>4</i>
<i>Academic Programmes</i>	
<i>Research</i>	
<i>Teaching and Learning</i>	
<i>International</i>	

Appointed	(2)
<i>Student Representatives (one-year term)</i>	
Elected	(14)
<i>2 elected representatives from each School (two year term)</i>	10
<i>(ensuring appropriate representation, including at least 1 representative from each campus)</i>	
<i>Professoriate representatives (two-year term)</i>	2
<i>Maori Representative</i>	1
<i>Pasifika Representative</i>	1
Total Board Membership	(27)
<i>In attendance</i>	
<i>Board secretary (to be arranged by the Pro Vice Chancellor)</i>	
<i>Representatives of University Shared Services, as requested by the Board</i>	
<i>Directors of the College (non-members), as requested by the Board</i>	
<i>Co-option</i>	
College Board may, at its discretion, co-opt up to four additional members	

Notes

In the event of there being insufficient academic staff candidates for election, the Pro Vice Chancellor may call for nominations and appoint members in the appropriate proportions of the disciplinary groupings specified above.

In the event of a vacancy arising from the elected academic staff representatives, the place will be offered to the person who polled highest but was not elected in the previous contest. If that does not fill the place, the Pro Vice-Chancellor will appoint a person from the appropriate disciplinary grouping to serve until the next scheduled election.

3. Chair of the College of Health College Board

The Chairperson and Deputy Chairperson of the Board will be elected from the academic staff representatives for the term of two years.

4. Sub-committees of the College of Health College Board

The College Board may, at its discretion, establish standing committees and forums to undertake duties on its behalf, or appoint sub-committees or working parties for specific purposes from time to time.

4.1. Standing Committees

4.1.1. Academic Programmes Committee

This committee supports undergraduate and postgraduate studies quality assurance, programme and paper changes and development and examinations.

4.1.2. Teaching and Learning Committee

This committee supports teaching and learning innovation/excellence in both undergraduate and postgraduate studies.

4.1.3. Research Committee

This committee supports staff and postgraduate research and provides leadership for scholarship and research innovation, excellence and performance.

5. Meetings and other Protocols

5.1. Meetings of the Board

- 5.1.1. Meetings shall be held monthly from February through November in the ordinary course of events.
- 5.1.2. Members of the Board, who are unable to attend a meeting, may nominate a member of the College of Health as a designate/proxy to attend on their behalf, with prior notification to the Chair.
- 5.1.3. The Chair shall convene a meeting if so requested by written notice of no fewer than five members of the Board.
- 5.1.4. The Agenda for College Board meetings will be established by the Chair in consultation with the Pro Vice Chancellor. This will normally include a report from the PVC or designate.
- 5.1.5. Documents for discussion shall normally reach the Secretary not later than five working days before a meeting, and shall be distributed to Board members at least three working days in advance.
- 5.1.6. The Board will require annual reports for publication by its standing committees and forums, and will allow for them as standing items in its Agenda.
- 5.1.7. In setting its Agenda, College Board acknowledges the benefit of early notification of academic matters to be considered in both Parts I and II.
- 5.1.8. College Board Minutes, Parts I and II shall be distributed to all Board members, and The Pro-Vice Chancellors of other Colleges in the University Part 1 is open to the public including any staff member of the College of Health.
- 5.1.9. The College Board Secretary will record attendance and apologies, and take minutes. Minutes will be circulated to all members, and minutes uploaded to the College intranet.

5.2. Election of Academic Staff Members (2 year terms)

- 5.2.1. The election of staff members to the Board shall be conducted by the Secretary in the middle of the calendar year and be by secret ballot of the relevant staff of the College. Elected staff members shall hold office for two years and be eligible for re-election but only half the elected members should be eligible for re-election in any one year. Thus half of the members elected to the inaugural Board should stand for re-election after just one year. Should a member resign from the Board or be dismissed in accordance with Clause 5.7 a by-election shall be held to fill the vacancy.
- 5.2.2. The Chairperson and Deputy Chairperson will be elected from the elected academic staff representatives of the Board for a period of two years at the initial meeting of the Board, the nomination and election process to be conducted by the College Returning Officer.

5.3. Appointment of Student Representatives

Where feasible up to two students will be appointed to the Board by the Pro Vice-Chancellor for a term of one year. These students may be nominated by the Programme Directors or other staff members of the College.

5.4. Quorum

No business shall be transacted at a meeting unless at least forty percent of the elected members are present.

5.5. Chairperson

The Chair may convene meetings as s/he thinks necessary for the efficient performance of the functions of the College.

5.6. Casting Vote

The Chair of College Board has a deliberative vote on any motion and, on any motion where the deliberative votes for and against are equal, also has a casting vote.

5.7. Procedures

College Board may, by resolution, dismiss an elected member of the Board as a member if the member fails to attend three consecutive meetings (or send a designate/proxy) of the Board without having given the Chair prior notice of his/her inability to attend. In the event of dismissal of an elected member, a new election will be held; otherwise, the vacancy will be filled by PVC appointment.

- 5.7.1. Unless otherwise specified in these Terms of Reference, the conduct of meetings of College Board will be in line with the guidelines adopted by the University Council from time to time and, where not specified, shall be determined by the Chair with reference to established meeting procedure.
- 5.7.2. The Board will provide a full induction and training process for all new members, with specific provision for the Chair and Deputy Chair.
- 5.7.3. College Board will report to the wider College membership on its activities, making use of the College intranet amongst other media.

6. Reporting to Academic Board

College Board will report to Academic Board and Academic Committee as required through the Pro Vice Chancellor and its other representatives on those bodies. An annual report to Academic Board will be provided in accordance with the schedule determined by that Board.

Document Control:

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