

**THE AUSTRALIAN NATIONAL UNIVERSITY
UNIVERSITY EDUCATION COMMITTEE**

WORKING PARTIES

The University Education Committee at Meeting 1, 2012, adopted the procedures described below for the establishment, modification and disestablishment of working parties of the University Education Committee (as described in paper 370/2012).

From time to time, a more intensive focus is needed on particular matters relating to the enhancement of learning and teaching, or quality assurance, at ANU. To support this need, processes have been put in place for the creation, modification or disbanding of education-working groups that build upon current UEC practices, and which ensure coordination of effort over time. The processes are:

1. University Education Committee approves the formation of working groups on the basis of written requests that include:
 - a. Evidence of need
 - b. Key goals of the group
 - c. Timeframe (under 12 months)
 - d. Proposed membership, including who will provide executive support.
2. Reports from working groups are submitted to the University Education Committee for noting, with recommendations clearly outlined.
3. Written requests for any extension to the timeframe or modification to key goals must include:
 - a. Evidence of need;
 - b. Evidence of progress against stated goals;
 - c. Timeframe; and
 - d. Any adjustments to membership.
4. University Education Committee approves the disestablishment of working groups on the basis of brief memo requests.
5. Working Groups that do not provide status reports on progress against goals to the University Education Committee at least every six months will be assumed to have lapsed, and will be disestablished.

CURRENT WORKING PARTIES

Name	Terms of Reference	Membership	Timeframe