



ACADEMIC BOARD ACCREDITATION SUBCOMMITTEE MEMBERSHIP AND OPERATING PROCEDURES

1. MEMBERSHIP

1.1 Composition

The Academic Board Accreditation Subcommittee (The Committee) consists of the following members:

- a) The Chair is the Chair, Academic Board or their appointed representative;
- b) 1 academic staff appointed from among their number in the ANU College of Arts and Social Sciences;
- c) 1 academic staff appointed from among their number in the ANU College of Asia & the Pacific;
- d) 1 academic staff appointed from among their number in the ANU College of Business & Economics;
- e) 1 academic staff appointed from among their number in the ANU College of Engineering & Computer Science;
- f) 1 academic staff appointed from among their number in the ANU College of Law;
- g) 1 academic staff appointed from among their number in the ANU College of Physical & Mathematical Sciences and the ANU College of Medicine, Biology & Environment;
- h) Manager, Academic Standards and Quality Office;
- i) The Chair may appoint up to 3 additional members to provide a diversity of views and subject matter expertise.

1.2 Invitation to Attend

An invitation to attend meetings may be extended to a member of the staff of the University, by The Committee, on the recommendation of the Chair.

1.3 Term of Office

- 1) The term of office of the Chair is to be two years, but this may be renewed.
- 2) The term of office of each member of The Committee is to be two years, but may be renewed.

1.4 Appointment to The Committee

- 1) In accordance with 1.1a), the Chair, Academic Board may appoint a representative to serve as the Chair of The Committee.
- 2) The appointment of committee members (b)-(g) will be made by the Chair of The Committee, in consultation with the Chair, Academic Board and the Dean of the relevant ANU College.

1.5 Vacancies

- 1) If a member is absent for 3 meetings of The Committee, without the approval of the Chair, the member may be removed from The Committee and the Chair may appoint a person who would otherwise be eligible for the position, to complete the remainder of the former member's term of office.
- 2) If a position of a member falls vacant due to:

- the resignation of the member; or
- the death of the member; or
- the member ceasing to hold the requisite qualifications for the position;

the Chair may appoint a person who would otherwise be eligible for the position, to complete the remainder of the former member's term of office.

2. TERMS OF REFERENCE

The Committee was established by the Academic Board at meeting 6/2016.

The Terms of Reference of The Committee are:

- a) Make recommendations to Academic Board on accrediting and reaccrediting programs and changes to existing programs;
- b) Make recommendations to Academic Board on approving Degrees and other awards;
- c) Provide advice to Academic Board on matters of award, program and course accreditation.

3. ROLE OF THE MEMBERS

The Committee will take a University-wide perspective in carrying out its role.

Matters before The Committee should be open to wide discussion by members and members should inform themselves as fully as possible about issues in preparation for meetings.

4. DISCLOSURE OF MATERIAL PERSONAL INTEREST

Any member of The Committee who has any direct or indirect material personal interest in relation to any items of the Agenda must declare this to the Chair of The Committee. The disclosure must be made as soon as possible after the relevant facts have come to the member's knowledge and must be recorded in the minutes of the meeting. Unless The Committee otherwise determines, the member must not be present during any deliberation by The Committee on the matter and must not take part in any decision of The Committee on the matter. Further, for the purpose of making this determination, any member who has a material personal interest in the matter to which the disclosure relates must not be present during any deliberation by The Committee on whether to make the determination and must not take part in making the determination.

5. MEETING SCHEDULE

It is expected that The Committee will meet up to 6 times per year, ahead of each Academic Board meeting. A schedule of meetings will be published by December each year, for the following calendar year.

6. QUORUM

At a meeting of The Committee, 50% of its members constitute a quorum, or, if that number is not a whole number, then the next whole number greater than the first-mentioned number. Once a meeting has commenced with the required quorum, that quorum will be deemed to continue to exist unless the lack of a quorum is drawn to the attention of the Chair by a member or the secretary.

7. ATTENDANCE AT MEETINGS

- 1) If the Chair is unable to attend a meeting, the Chair must nominate a temporary Chair, from the members of the Committee.
- 2) If a member is unable to attend a meeting, the member must appoint an alternate to attend that meeting, being a person who would be eligible for appointment under section 1.1 and who has sufficient expertise to advise on accreditation matters.

- 3) Alternates are required to ensure that each College is represented to facilitate rigorous discussion on matters before The Committee.

8. SECRETARIAT

The Manager, Academic Governance provides secretariat support to The Committee.

9. DISTRIBUTION OF AGENDAS AND MINUTES

- 1) Agendas and minutes will be available to members from The Committee's alliance site.
- 2) Distribution will be maintained by the Secretariat.
- 3) Members may either download the agenda and minutes to personal laptops or iPads, or as a hard copy from the site.
- 4) Normally, agendas will be distributed to members approximately one week prior to the meeting.

10. CONDUCT OF BUSINESS

The procedure at meetings of The Committee is to be determined by the Chair taking into account the advice of the members.