



Terms of Reference for ACADEMIC PROGRAMMES COMMITTEE

A committee of the Academic Board

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| Convenor: | Deputy Vice Chancellor (Academic), or nominee |
| Deputy Convenor: | A non-student member appointed by the Convenor. |
| Related committees: | Faculty Boards (including Faculty of Graduate Research and Toi Huarewa), Research Committee, Learning and Teaching Committee. |
| Purpose: | To assist the Academic Board to discharge its governance responsibilities in relation to matters concerning courses of study or training and awards and to exercise powers and responsibilities as set out in these Terms of Reference. |
| Responsibilities: | <ol style="list-style-type: none"> 1. To assist the Academic Board with respect to academic matters relevant to its terms of reference, including by: <ol style="list-style-type: none"> (a) Reviewing and making recommendations to the Academic Board on proposals for new academic programmes and courses, changes to existing programmes and courses, and the deletion of existing programmes and courses. (b) Developing, reviewing, and monitoring the implementation of statutes, policies, regulations and procedures relating to the approval of programmes, courses and academic administration. (c) Developing, reviewing, and implementing enhancements to processes with respect to CUAP feedback received during approval processes. (d) Addressing obligations arising under Te Tiriti o Waitangi in relation to academic programme quality. 2. To exercise any functions delegated to it from time to time in accordance with the Delegations Statute. |
| Authority: | The Committee has no authority independent of the functions delegated to it by the Academic Board or otherwise under the Delegations Statute. It may not sub-delegate authority other than in accordance with the Delegations Statute. |

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| Membership: | <p>The Committee has the following members:</p> <p><u>Ex-officio</u></p> <ol style="list-style-type: none"> 1. Curriculum Quality Manager 2. Manager Quality and Policy 3. Director, Centre for Academic Development 4. Director, Future Students 5. Associate Director Student Success 6. Associate Director, International Operations 7. Assistant Vice-Chancellor (Pasifika) 8. Senior Adviser, Work Integrated Learning 9. The President of the Victoria University of Wellington Students' Association (VUWSA) 10. The Academic Vice President of (VUWSA). 11. President or Vice-President of the Postgraduate Students' Association (PGSA), appointed by the PGSA <p>* Ex-officio members are able to appoint nominees for their membership with the agreement of the Convenor</p> <ol style="list-style-type: none"> 12. Associate Dean (Academic) or equivalent from each Faculty <p><u>Appointed representatives:</u></p> <ol style="list-style-type: none"> 13. One representative from Toi Huarewa appointed by the Deputy Vice-Chancellor Māori 14. One representative from the Faculty of Graduate Research, appointed by the Dean 15. One representative from Ngāi Tahu <p>Additional members may be co-opted as required.</p> |
| In attendance: | Additional staff may attend in an observational role as appropriate. |
| Secretary: | Academic Committees Executive Assistant |
| Meeting Frequency: | Monthly or as otherwise required |
| Procedure for meetings: | <ol style="list-style-type: none"> 1. Papers are to be distributed a week in advance of each meeting and are copied to any non-members who have requested access. 2. A quorum at meetings of the Committee will be at least half the members, including at least 6 faculty representatives. |

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| | <ol style="list-style-type: none"> 3. The Committee may operate a peer review process to assist in the quality assurance of academic proposals prior to papers being finalised for each meeting. 4. The procedures governing meetings of the Academic Board will apply to any meetings of the Committee, except to the extent inconsistent with these Terms of Reference. |
| Information and reporting: | <ol style="list-style-type: none"> 1. After each meeting of the Committee the Convener will report the Committee's decisions and recommendations to the Academic Board. 2. A list of members of the Committee will be published on the University website and regularly updated. |