AC-A3.1 ACADEMIC BOARD STANDING COMMITTEE MEMBERSHIP AND TERMSOF REFERENCE

1   PURPOSE

The policy outlines the purpose and responsibilities of BBI – The Australian Institute of Theological Education's (BBI-TAITE) Academic Board Standing Committee.

2   BACKGROUND

BBI-TAITE is committed to quality learning and teaching, as reflected in its educational mission. These Terms of Reference are intended to ensure high quality academic governance of the Institute's courses of study, units, systems and processes.

The Academic Board Standing Committee is established by the Academic Board to meet regularly to deal with issues that need to be addressed between the meetings of the Academic Board.

3   RATIONALE

The *Higher Education Standards Framework (2015) (Threshold Standards)* require that the higher education provider's corporate governance arrangements demonstrate:

- a clear distinction between governance and management responsibilities [HESF 3.3];
- a clear and discernible separation between corporate and academic governance, including properly constituted academic board and course advisory committees [HESF 3.7];
- the effective development, implementation and review of policies for all aspects of the higher education provider's academic activities including delivery of the higher education provider's courses of study by other entities [HESF 3.8];
- the maintenance of academic standards, with appropriate mechanisms for external input, in accordance with international conventions for good academic practice [HESF 3.8]; and
- effective quality assurance arrangements for all the higher education provider's higher education operations, encompassing systematic monitoring, review and improvement [HESF 3.8].[1]

4   DEFINITIONS

The *TEQSA Glossary of terms* provide the following definitions/core roles and responsibilities of the bodies having carriage of institutional governance:

▸ **Governing body** – the body with ultimate decision-making authority over the higher education provider and its operations.

▸ **Academic governance** – a subset of the overall governance of a higher education provider. Academic governance deals with the framework that regulates providers' academic decisions and quality assurance. Academic governance includes the policies, processes, definitions of roles, relationships,

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[1] Higher Education Standards Framework. *Section 3 Corporate and academic governance*. Online at: https://www.legislation.gov.au/Details/F2013C00169. Accessed 13 April 2020

systems, strategies and resources that ensure academic standards and continuous improvement in academic activities. It is concerned with the integrity and quality of the core higher education activities of teaching, research and scholarship.

> ‣ **Executive management** (chief executive officer and other senior executives and managers, including executive deans/deans/academic directors and heads of schools/departments) – implementing policies, programs and processes, including through decisions about staffing, budgets, infrastructure, etc. Its ultimate responsibility and accountability is to the corporate governing body for effective implementation of both corporate and academic objectives.[2]

5   TERMS OF REFERENCE

The Academic Board Standing Committee is established by the Institute's Academic Board to address academic governance matters of the Institute between meetings of the Academic Board. As a sub-committee of Academic Board the Academic Board Standing Committee, like all academic bodies in the Institute, reports to the Academic Board.

The Academic Board Standing Committee shall carry out the following functions on behalf of the Academic Board between meetings of the Board:

1. Exercise academic governance of the Institute on behalf of the Academic Board through effective academic oversight of quality outcomes in learning, teaching, research and research training [HESF 6.3.1 (a)];
2. Establish and maintain academic leadership at an institutional level, consistent with the types and levels of higher education offered by the Institute [HESF 6.3.1.(c)];
3. Set institutional best practice benchmarks for academic quality and outcomes and monitor action to improve performance of these [HESF6.3.1 (b) and HESF6.3.2(e)];
4. Develop, monitor and review academic policies and procedures and oversee and evaluate their effectiveness [HESF 6.3.2 (a)];
5. Critically scrutinise review and approve courses and units of study underpinned by sustained, current and coherent bodies of scholarship which reflect the Institute's educational mission, and fulfil relevant accreditation authority requirements [HESF 6.3.2 (c)];
6. Ensure that 'educational policies and practices support participation by Aboriginal and Torres Strait Islander people and are sensitive to Aboriginal and Torres Strait Islander knowledge and cultures' [HESF 6.2.1 (g)];
7. Develop and maintain a culture of engagement with open, independent and intellectual inquiry by its faculty and students, including sustained and published research [HESF 6.1.4];
8. Maintain oversight of academic and research integrity and monitor potential risks [HESF6.3.2 (d)];
9. Maintain oversight of compliance to the *National Statement on Ethical Conduct in Human Research* (NHMRC 2007, updated 2018), and the *Guidelines for Ethical Research in Australian Indigenous Studies* (2012);
10. Monitor the occurrence and nature of formal complaints, misconduct, academic or research integrity breaches, and the action taken to address the underlying causes [HESF 6.2.1 (j)];

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[2] TEQSA. *Glossary of terms.* Located Online at: https://www.teqsa.gov.au/glossary-terms. Accessed 13 April 2020.

11. Critically evaluate the effectiveness of educational innovations or proposals for innovations [HESF 6.3.2 (f)];
12. Evaluate the effectiveness of institutional monitoring, review and improvement of academic activities [HESF 6.3.2 (g)];
13. For those students who have satisfied their respective course requirements, recommend to the BBI-TAITE Board the list of graduates for BBI-TAITE awards;
14. Provide appropriate and competent advice to the BBI-TAITE Board concerning academic matters, quality of teaching, learning, research, research training, and policies and practices [HESF6.3.10 (d)];
15. Ensure the development and implementation of academic courses, units, policies, procedures and systems work to uphold and align with the Objectives of the Company.
16. The *Academic Board Standing Committee* has other functions that may be needed to allow it to carry out the roles and responsibilities defined in clause 5.

6   MEMBERSHIP

6.1 Ex-Officio Members

Membership of the *Academic Board Standing Committee* will consist of the following Institute Ex-Officio members:

- Associate Dean (Academic) (Presiding Officer)
- Associate Dean (Courses) (Deputy Presiding Officer)
- CEO & Principal
- Director Student Services and Operations
- Registrar
- Director Research
- An External Member of the Academic Board appointed by the Presiding Officer

6.2 Right of Audience and Debate

An appointed representative of the BBI-TAITE Board may have right of audience and debate at all Academic Board Standing Committee meetings.

7. PROCEDURES

7.1 MEMBERSHIP

7.1.1 Voting: All members of the Academic Board Standing Committee will be voting members.

7.2 MEETINGS

7.2.1 Frequency: The Academic Board Standing Committee will meet in the months where the Academic Board does not meet, or as called together by the Presiding Officer of the Standing Committee;

7.2.2 Agenda and papers: Agenda and papers will be distributed at least one week in advance of meetings;

7.2.4 Late papers: Late papers will be distributed only with the approval of the Presiding Officer, and considering members' availability to read the documents within a reasonable timeframe;

7.2.5 Quorum: The quorum for a meeting is 50% of membership;

7.2.6 Voting: The Academic Board Standing Committee should achieve a reasonable consensus as determined by the Presiding Officer. If a vote is deemed necessary by the Presiding Officer, in the case of an equality of votes, the Presiding Officer, in addition to her or his deliberative vote, has a casting vote.

8   RELEVANT LEGISLATION

The *Tertiary Education Quality and Standards Agency Act 2011* (TEQSA Act) as amended.

9   KEY RELATED DOCUMENTS

All policies classified as Academic in the BBI-TAITE policy matrix.

10   NOTES

Contact Officer	Principal and Chief Executive Officer
Implementation Officer/s	Associate Dean (Academic)
Approval Authority / Authorities	Academic Board / BBI-TAITE Board of Directors
Date Approved	13 May 2020
Date of Commencement	13 May 2020
Date for Review	24 months
Amendment History	13 May 2020 – New Policy based on the Academic Board Membership and Terms of Reference. Includes definitions, HESF Standards and Guidelines. 16 March 2021 – Addition at 6.1 of an External Member of Academic Board to the Academic Board Standing Committee July 2021 – Change the code of policy from A3.1 to AC-A3.1 to reflect that it is an Academic Policy; Delete references to Academic Dean and replace with Associate Dean (Academic) and delete references to Deputy Principal and replace with Associate Dean (Courses).
Key Stakeholders	BBI-TAITE Board Academic Board Academic Board Standing Committee Faculty & Sessional Academics Students Higher Education Partners