

AC-A3.2 COMMITTEES OF ACADEMIC BOARD

MEMBERSHIP AND TERMS OF REFERENCE

1 PURPOSE

BBI The Australian Institute of Theological Education (the Institute) is an Institute of Higher Education under the [TEQSA Act 2011](#) as amended. This policy and procedure outline the purpose and responsibilities of the Committees of the Institute *Academic Board*.

2 BACKGROUND

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

3 MEMBERSHIP AND TERMS OF REFERENCE

The *Academic Board* establishes committees to support the work of the Board as the peak body for academic governance of the Institute. All academic bodies in the Institute report to the *Academic Board*.

The committees of the *Academic Board* shall be:

3.1 *Academic Board Standing Committee*

Refer to [AC-A3.1 *Academic Board Standing Committee Membership and Terms of Reference*](#) for the membership and terms of reference for this committee.

3.2 *Assessment Review Committee*

The Institute's *Academic Board* has responsibility for the oversight of assessment. The *Academic Board* delegates to the *Assessment Review Committee* responsibility for all aspects of assessment in units offered by the Institute.

3.2.1 *The Terms of Reference for the Assessment Review Committee* are to:

- a. approve grades, late grades, changes of grade, review of marks, review of grades, moderation of units, and ratification of Executive Approvals;
- b. address any issues that have arisen, together with their resolutions, in delivery, assessment, and from the Teaching Staff Review of Units Survey;
- c. advise the *Academic Board* regarding proposed changes to policy; and
- d. report to the *Academic Board* concerning each Trimester's:
 - i. grade approvals, including late grades and changes of grades;
 - ii. review of marks;
 - iii. review of grades;
 - iv. moderation of units;
 - v. ratification of decisions of the *Associate Dean (Academic)* concerning the approval of late grades and changes of grades between meetings of the Institute's *Assessment Review Committee*; and
 - vi. ratification of decisions of the *Associate Dean (Academic)* concerning adjustments to the procedure for the implementation of assessment policy, and types and purposes of assessment, where considered appropriate, to accommodate faculty and student needs and circumstances.

3.2.2 The Membership of the Assessment Review Committee shall comprise:

a. Ex-Officio Members

Membership of the *Assessment Review Committee* will consist of the following Institute Ex-Officio members:

- Associate Dean (Academic) (Chair)
- Associate Dean (Courses) (Deputy Chair)
- Principal/CEO
- Registrar
- Director Research / Head of Religious Education
- Head of Theological Studies
- Head of Leadership & Theology
- Head of Governance and Canon Law

b. Academic Teaching Staff

- All lecturers who are teaching in the Trimester.

3.2.3 Procedures of the Assessment Review Committee Meetings

a. Frequency

The *Assessment Review Committee* meets at least three times a year following the completion and submission of grades for each trimester. The Chair may call additional meetings with reasonable notice.

b. Agenda and Papers

The *Assessment Review Committee* distributes the Agenda and Papers to the committee once the Session grades have been finalised.

c. Late papers

Except for unit grade results and teaching staff evaluations, the *Assessment Review Committee* distributes late papers only with the Chair's approval.

c. Quorum

The Quorum for a meeting is 50% of membership; and

d. Voting

- All members of the *Assessment Review Committee* will be voting members;
- The *Assessment Review Committee* should achieve a reasonable consensus as determined by the Chair.
- In the case of a lack of consensus, the Chair exercises their casting vote.

3.3 Course committees of Academic Board

The Institute's *Academic Board*, or its standing committee, may set up a *Course Committee* to undertake the development, review, or modification of a particular course and advise the Academic Board on its viability and continued offering.

The course committee takes responsibility for completing the appropriate TEQSA application form if it is a new course or a substantial change to an existing course of study.

In addition, the Institute may appoint a course advisory panel – See 3.3.2 below.

3.3.1 Course committee membership

At a minimum, the membership of a course committee for the development of a new course shall be:

- i. Associate Dean (Courses) – Chair
- ii. Associate Dean (Academic) – Deputy Chair
- iii. Registrar if available – specifically for the statistical side of the review – the Registrar may also attend as required
- iv. Head of Discipline of the course in review, where available, if not available, a prominent lecturer in the field who can take carriage of the discipline-specific portions of the review
- v. two lecturers, either fractional, sessional, or both, representing the teaching discipline (on smaller courses this may be reduced to one)
- vi. at least one and preferably two external representatives who are experts in the discipline (on smaller courses this may be reduced to one)
- vii. a student representative enrolled in one of the highest courses of the articulated set of courses, and if available,
- viii. a recent graduate of the course set.

3.3.2 Course advisory panel

a. Membership

The *Academic Board* or its standing committee may appoint an expert advisory panel to develop, modify, or review a course. This panel may consist of:

- the Associate Dean (Courses), and
- two external academics with expertise and qualifications in the discipline area of the course – these members should be different to the external academics chosen for the courses committee.

b. Terms of Reference

The course advisory panel shall ensure that:

- a. the course is of a high standard, built on current scholarship, and is an intellectually stimulating and challenging learning experience;
- b. the course is at an appropriate AQF level and consistent with its proposed aims and objectives;
- c. the course is relevant to the changing needs of the community, its industry, and its potential market; and
- d. they minute meeting discussions and outcomes.

6 RELEVANT LEGISLATION

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

7 KEY RELATED DOCUMENTS

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

8 NOTES

Contact Officer	Associate Dean (Academic)
Implementation Officer/s	Associate Dean (Academic) and Associate Dean (Courses)
Approval Authority / Authorities	Academic Board
Date Approved	September 2021
Date of Commencement	
Date for Review	24 months
Amendment History	September 2021 – New Membership and ToRs policy developed. December 2021 – Courses Committee of Academic Board membership and terms of reference added; some editing of text.
Key Stakeholders	Faculty & Sessional Academics