

La Trobe University
 Academic Board
COURSEWORK COMMITTEE

Establishment

This committee was established as a sub-committee of Academic Board May 2009 (*Academic Board minute 431.4.1*). For powers refer to Statute 7 – The Academic Board, Section 2(1)(a)-(e),(h). The Terms of Reference were amended on 9 June 2010 (*refer minute 141.3.2*), 11 May 2011 [*refer minute 448.4.2*], 10 August 2011 [*refer minute 450.3.2*], 12 June 2013 [*refer minute 465.3.2*], name change and revision 8 October 2014 [*refer minute 476.4.2*], 8 March 2017 [*refer minute 494.4.3*], 9 May 2018 [*refer minute*], 10 February 2021 [*refer minute 525.9, AB21/10(M)*], 9 February 2022 [*min ref 536.10 (AB22-16(M))*], 16 November 2022 [*min ref 581.8 (AB22-78(M))*], 22 November 2023 [*min ref 547.12 (AB23-71(M))*], and 17 April 2024 [*min ref 549.7.2 (AB24-22(M))*] and by Academic Board Executive Committee 21 April 2021 [*refer minute 55.3, ABEC21-20(M)*].

Membership

Composition	Member	Appointment status
A Nominee of the Academic Board (Chair)	Associate Professor Madelaine Chiam	Appointed
B Eight Academic Board nominees: academic staff members with expertise in the development and design of courses and subjects	Dr Fiona Carroll Dr Nicholas Barry Dr Jayden Hunter Associate Professor Brianna Julien Dr Malliga Marimuthu Dr Kylie McIntyre Dr Swati Nagal Dr Keir Strickland	Appointed
C Pro Vice-Chancellor, Recruitment and International Operations, or nominee	Clare Wilson	Ex-Officio
D Pro Vice-Chancellor (Regional), or nominee	Marg O'Rourke	Ex-Officio
E Pro Vice-Chancellor, Learning and Teaching	Associate Professor Sarah Midford	Ex-Officio
F Director, Quality and Standards, or nominee	Amanda Carr	Ex-Officio
G Director, Student Administration, or nominee	Rachel Cumberland	Ex-Officio
H University Librarian, or nominee	Jay Glaisyer	Ex-Officio
I Two student nominees**	TBA TBA	Appointed Nominated

* *Deputy Chair*

** *one member from the LTSU or LTSA and one member selected through a panel moderated expression of interest model.*

Term of Office

Three years for category B. One year for category I.

Role / Terms of reference

Purpose

The purpose of coursework committee is to ensure all coursework programs and subjects offered by the University comply with the Higher Education Standards Framework, relevant La Trobe University policies and procedures, and to advise the Board of proposals for new or substantially changed courses, new instances of existing courses, and closure or suspension of courses.

Terms of reference

1. To monitor changes in government policy and external frameworks related to qualifications and ensure appropriate alignment of La Trobe University's coursework programs.
2. To consider and advise Academic Board on proposals for: new courses; new instances of existing courses; substantial revisions to existing courses; or suspension or closure of existing courses, monitor the compliance of coursework programs and subjects with University policy and quality assurance processes, the Higher Education Standards Framework, and the Australian Qualifications Framework.
3. To receive and consider reports from the Schools regarding trends in School-level approvals of minor changes to courses and changes to subjects.
4. To receive and consider reports of five yearly academic course reviews, monitor progress on key recommendations and report on these to the Academic Board.

Reporting

Coursework Committee will report to the Academic Board. For powers, refer to Statute 7 – The Academic Board, Section 2(1) (a)-(e),(h).

Quorum

A quorum for a meeting of the committee shall be one half of the membership plus one.

Deputy Chair

The Deputy Chair is normally appointed from among the Academic Board appointed members of the Committee following an expression of interest process and consultation with the Chair and Deputy Chair of Academic Board. In the absence of the Chair, the Deputy Chair will assume the same rights and responsibilities as the Chair, including attendance at Academic Board meetings and speaking to the Report of the Committee.

Frequency of meetings

As required, with a minimum of six meetings to be held in a year.

List of any sub-committees

None.

Secretariat

Governance.

Contact person

Sonia Nelson,
Senior Executive Officer, Governance
Telephone: 03 9479 5268 Email: Coursework_Cttee@latrobe.edu.au