

Coursework Admissions and Programs Committee (CAPC)

Membership

Chair

Vice-Provost (Education Programs)

Ex officio

Vice-Provost (Learning and Teaching)

Vice-Provost (Graduate Education)

University Librarian/nominee

Director University Policy/nominee

Director, Student and Educational Business Services/nominee

Associate Vice-President Marketing, Communications and Student Recruitment

Director, Admissions

President, Academic Board

Education Programs Change Manager/nominee

Faculties

The Associate Dean (Education) from each faculty/nominee

President-led campuses

A senior representative from each president led campus, nominated by the Campus PVC

Students

Two UG students

1 PG Cwk student

Pursuant to Academic Board Regulation 2.1.2, the President of Academic Board is a member *ex officio* of any committee of the Academic Board.

Terms of Reference

The Coursework Admissions Programs and Committee (CAPC) is responsible to Academic Board for recommendation of proposals relating to coursework courses and units of study, analysis, monitoring and advising on the University's admissions, pathways and scholarships development and development and implementation of the University's coursework programs and admissions policy framework.

The Coursework Admissions and Programs Committee will:

- Develop, review and monitor implementation of policies, protocols, practices and standards relating to admissions, pathways, scholarships, selection, equivalence and entry requirements for coursework domestic and international students.
- Receive reports and recommendations from internal and external bodies on admissions, pathways and scholarships and respond or make recommendation to Academic Board, as appropriate.
- Approve coursework scholarships, bursaries and prizes.
- Consider and make recommendation to Academic Board on proposals for establishment, disestablishment and major change relating to coursework courses and units of study.
- Consider and make recommendation to Academic Board on proposals arising from coursework course reviews e.g. re-accreditation.
- Develop review and monitor the implementation of and compliance with the university's policies and procedures relating to the development of coursework programs, where appropriate.
- Consider and report on any matter referred to it by the Council, the Academic Board, the Vice-Chancellor, the relevant Provosts, faculties and by other committees where there is a coursework program or policy focus.

CAPC may constitute advisory or working groups to assist in performing its role (and is responsible for monitoring the activities of such groups) and may co-opt additional persons with expertise of particular relevance to the Committee's proceedings.