

Education Committee: Terms of Reference

Purpose

The Education Committee is responsible to Academic Board for ensuring excellence in education at Monash.

The Education Committee will:

1. Shape and monitor the development, implementation and review of the University's strategy and plans for education.
2. Promote the development of excellence in learning and teaching at Monash and advise Academic Board on developments in best practice.
3. Monitor continuous improvement processes for academic standards and quality assurance and provide advice to Academic Board on these matters.
4. Endorse education policy and procedures for approval by Academic Board, and monitor compliance with current policies.
5. Source, analyse and respond to evidence of teaching quality, with a focus on student feedback, including student evaluations and surveys (both institutional and national) and develop action plans and impact reviews in response.
6. Monitor and review award and non-award coursework course and unit approval processes to ensure appropriate academic rigour and compliance with regulations, policies and procedures.
7. Consider and make recommendations to Academic Board on proposals for establishment, disestablishment and major changes to coursework courses in line with applicable regulations, policies and procedures.
8. Consider and make recommendations to Academic Board on proposals arising from coursework course reviews, including the re-accreditation of coursework courses.
9. Monitor and report to Academic Board on matters relating to admissions, pathways, scholarships, selection, and equivalence and entry requirements for coursework domestic and international students.
10. Approve coursework scholarships and prizes, as referred by the Coursework Admissions Standards Sub-Committee.
11. Liaise with the Monash Research Committee and Monash Graduate Research Committee as appropriate.
12. Consider and report on any matter referred to it by its sub-committees, working groups and advisory groups, Academic Board, faculties or the Deputy Vice-Chancellor and Vice-President (Education).

Procedural matters

Education Committee meets eight times per year. Minutes of each Education Committee meeting will be sent to Academic Board for noting.

One half of the members constitutes a quorum at a meeting of the Education Committee. The Chair has a casting vote.

Academic Board will review the Terms of Reference for the Education Committee every three years.

Membership

- Faculty Academic members and alternates are nominated by the Dean of Faculty. Faculty academic members will usually be Associate and/or Deputy Dean (Education, Learning and Teaching, or Academic). Members and alternates must be academic staff members, at level C and above. Faculties have one voting member each; however, in cases where a faculty has both a Deputy Dean and an Associate Dean (Education), both may attend.
- In order to assist Education Committee with its deliberations, staff, students or persons associated with the University required for consideration of a particular agenda item may be asked to attend a meeting of Education Committee.
- Staff and students of the University may request permission to be present as observers for consideration of a particular agenda item. Such requests are to be submitted to the Secretary to Education Committee at least 3 calendar days prior to the meeting. Attendance will be at the invitation of the Chair. Observers cannot move or second motions or vote.

Members – ex-officio
Deputy Vice-Chancellor & Vice-President (Education) (Chair)
Deputy Vice-Chancellor & Vice President Global Engagement or nominee
Pro Vice-Chancellor (Academic)
Pro Vice-Chancellor (Indigenous)
University Librarian or nominee
President, Academic Board
Deputy Director (Education), Monash Sustainable Development Institute (MSDI)
Senior Director, Student and Education Business Services or nominee
Chief Information Officer/nominee
Executive Director, Campus Community Division or nominee
Academic Director, Learning and Teaching
Academic Director, Education Innovation
Director, Academic Programs
Director, Education Policy and Projects
Director, Quality, Office of the Vice-Chancellor
Chair of sub committees if not otherwise represented
Faculty Academic Members –
Art, Design & Architecture
Arts
Business and Economics
Education
Engineering
Information Technology
Law
Medicine, Nursing and Health Sciences
Pharmacy and Pharmaceutical Sciences
Science
Campus representatives
Associate Dean Education, Monash Suzhou
Pro Vice-Chancellor, Monash University Malaysia or senior academic nominee
Student members
<i>Two undergraduate students:</i> Education or Education Affairs Officers nominated by the Monash Student Organisations
<i>One postgraduate coursework student:</i> Nominated by President, Monash Graduate Association
<i>One international student:</i> Nominated by Monash University International Student Service
Observers
Nominee of the Chief Executive Officer, Monash College
Nominee of the Faculty General Managers
Faculty Education Designer, nominated by the Academic Director, Education Innovation

Subcommittees of Education Committee

Coursework Admissions Standards Sub-Committee (CASSC) of Education Committee

Terms of Reference

Coursework Admissions Standards Sub-Committee (CASSC) of the Education Committee is responsible for advice and recommendations to the Education Committee, and through Education Committee to the Academic Board, on the following matters:

- Strategies, policies, procedures, business processes and standards relating to admissions and pathways to award and non-award courses.
- Determining equivalencies with the VCE for external qualifications for admission and credit purposes.
- The consideration of reports on admissions, pathways and scholarships and the presentation of recommendations to Education Committee.
- University policies, procedures and standards governing the administration of scholarships and the selection of scholarship recipients.
- Reporting on any coursework admissions or scholarship selection matter, referred to it by the Council, University and faculty committees, or the senior executive.

CASSC may constitute expert, 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 sub-committee's proceedings.

CASSC may regularly undertake quality assurance reviews and other activities as appropriate to ensure that the University's admission and selection policies and procedures selects applicants who are likely to succeed in its courses and are consistent with policies and procedures.

CASSC will meet four times per year and must report to the following Education Committee after each sub-committee meeting and provide an annual report on its activities to Education Committee.

Membership

Members
Pro Vice-Chancellor (Academic) (Chair)
President of Academic Board or nominee
Deputy Vice-Chancellor & Vice President Global Engagement or nominee
Three Senior Faculty Academic Staff – normally Level C or above, nominated by the Chair
Associate Vice-President (Student Recruitment and Admissions) or nominee
Director, Academic Programs or nominee
Director, Admissions or nominee
Director, Social Inclusion
Senior Director, Student and Education Business Services or nominee
One faculty general manager nominated by the Faculty Managers' Group
A maximum of two representatives from each campus that has its own Pro Vice-Chancellor (one being an academic and the other an administrator), nominated by the campus Pro-Vice-Chancellor
Nominee of the Chief Executive Officer of Monash College
Two undergraduate student representatives, nominated by the Monash student organisations. One graduate coursework student representative, nominated by the Monash Graduate Association (MGA).

English Language Sub-Committee

Terms of Reference

The English Language Sub-Committee provides professional expertise and recommendations to the Education Committee on matters of post-entry English language, including programs and initiatives enhancing academic and professional English language communication skills.

The functions of the English Language Sub-Committee are to:

1. Guide the development of a university-wide strategy for post-entry English language.
2. Monitor students' academic performance by pathways and provide regular reports to the Education Committee.
3. Guide the development of university-wide post-entry English language support based on student performance data in Monash degrees.
4. Propose, monitor and review post-entry English language projects and initiatives including research projects.
5. In consultation with the Education Policy and University Policy teams, develop and implement English language policy and procedures and resources for staff and students.
6. Set a culture of expectation around post-entry English language for Monash staff and students, and to consider community expectations of our graduates.
7. Ensure consistency with *Australian Qualification Framework* and *Higher Education Standards Framework 2015* and *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.

The English Language Sub-Committee will meet five times per year and provide an annual report on its activities to Education Committee.

Membership

Members
Deputy Vice-Chancellor (Education) or nominee (Chair)
Deputy Vice-Chancellor & Vice President Global Engagement or nominee
Senior Manager, English Connect
Director, Academic Programs
Academic Director, Learning and Teaching
Executive Director, Pathways, Monash College
Director, Quality
Faculty associate deans or nominees
University Librarian or nominee
Two student representatives nominated by the Chair in consultation with the Monash student organisations

Assessment and Examinations Sub-Committee

Terms of Reference

The Assessment and Examinations Sub-Committee will:

1. Promote and support the University's assessment framework, including e-Assessment and related projects.
2. Raise, consider and make recommendations to Education Committee about issues affecting assessment, including examinations.
3. Review and recommend improvements to assessment policies, procedures and guidelines to strengthen assessment at Monash.
4. Consider and recommend approaches to improve student academic integrity.
5. Encourage and facilitate communication across faculties to share effective assessment practices
6. Explore assessment best practice at other institutions to benchmark Monash's performance.

The Assessment and Examinations Sub-Committee will meet six times per year and provide an annual report on its activities to Education Committee.

Membership

Members
Pro Vice-Chancellor (Academic) (Chair)
Academic Director, Learning and Teaching
Academic Director, Education Innovation
University Librarian or nominee
Manager, Examination Services
Director, Quality
Director, Education Policy and Projects (or nominee)
Faculty associate deans or nominees
Two educational designers, nominated by the Academic Director, Education Innovation
Two student representatives, nominated by the Monash student organisations.