

UTS COLLEGE LIMITED

Academic Board Charter

1. Governance

Academic Board actively supports excellence in pathways education and the experience of pathways students and provides academic leadership to the UTS College community. The Academic Board is committed to facilitating the application of the UTS College Model of Learning in all programs offered by UTS College. The primary roles of the Academic Board are to provide oversight of academic matters, ensure the quality of the student experience and programs of study and foster a spirit of free intellectual enquiry.

The Academic Board is a Committee of the UTS College Limited Board and so the Board approves the Academic Board Charter.

2. Responsibilities

As delegated by the UTS College Limited Board, the responsibilities of the Academic Board are to:

- a) provide strategic advice to the UTS College Limited Board on:
 - i. Academic aspects of the UTS College Strategic Plan, the operational and risk management plans, and capital and human resource planning and development
 - ii. the quality and standards appropriate to the academic work of UTS College especially in relation to learning and teaching and the student experience.
- b) approve:
 - i. academic policies and ensure their coordination, implementation, and review
 - ii. new and revised courses and the discontinuation of courses
 - iii. standards governing all aspects of academic administration including the admission of students, the examination and assessment of student performance, course completions and lists of award course graduates (delegated to the Dean of Studies).
- c) Monitor and review the academic performance of UTS College courses and initiate actions to improve academic performance against institutional benchmarks through means including but not limited to:
 - i. program and course reviews
 - ii. assessment and moderation of student performance
 - iii. evaluation of the quality and effectiveness of educational innovations or proposals for innovations
 - iv. analysis of trends in student learning outcomes
 - v. promotion of academic integrity and the monitoring and analysis of academic integrity matters
 - vi. evaluation of the effectiveness of institutional monitoring, review and improvement of academic activities
 - vii. external referencing of performance such as through benchmarking
 - viii. review of complaints relating to education matters and their outcomes
 - ix. support and audit of scholarly activities of teaching staff.

- d) Initiate measures to promote the communication of academic matters, including the outcomes of Academic Board meetings, the discussion of academic issues, the coordination of academic work and activities across UTS College and the celebration of academic achievements.

3. Membership

The Academic Board membership consists of:

- a) An independent Chair, appointed by the UTS College Limited Board, who will have an academic leadership background in the higher education sector.
- b) Deputy Chair elected by and from the members of the UTS College Academic Board.
- c) The UTS College Limited Board Chair is an ex-officio member as per Clause 71.2 of the UTS College Limited Constitution.
- d) A UTS College Limited Board appointed Director who has an academic background in higher education.
- e) One independent external member additional to the independent Chair, who will have an academic background in the higher education sector and be appointed by the UTS College Limited Board on the recommendation of the UTS College Chief Executive Officer
- f) Chief Executive Officer UTS College (ex officio)
- g) Dean of Studies (ex officio)
- h) Chairs of Learning & Teaching Committee and Academic Standards Committee (ex officio)
- i) Director of Studies, English Language Training (ex officio)
- j) Head of Academic, UTS College Sri Lanka (ex officio)
- k) One member of the UTS College teaching staff, nominated by the Dean of Studies, with consideration given to fulltime and sessional teachers
- l) Two currently enrolled students elected by the student body.
- m) Three members of UTS staff, one nominated by the Chair of the UTS Academic Board, one nominated by the UTS Provost, and one with expertise in English language learning support for students nominated by the UTS Deputy Vice-Chancellor (Education and Students)
- n) One graduate of UTS College who is a currently an enrolled student of UTS.

In addition, the following officers are invited to Academic Board meetings, participate in its discussions, receive agendas and minutes but not have voting rights:

- Members of the UTS College Limited Board
- CFO/Company Secretary UTS College Limited
- Chief Future Students Officer UTS College
- People Director UTS College
- Representative of the UTS College Governance Team

The Chair may propose to Academic Board that additional members are co-opted to ensure that diverse perspectives are brought to bear on the academic matters overseen by Academic Board. At times people with expertise in these matters will be invited to address Academic Board to enhance its decision-making.

The term of office for members of Academic Board is three years with a maximum of two terms. The term for student members is one year with a maximum of two terms. The term for ex officio members is dependent on the duration of their incumbency in office.

4. Meetings

Academic Board will meet four times a year with one meeting focused on planning for the following year. These meetings will be scheduled at times appropriate to the meeting calendar of the UTS College Board so that Academic Board is well placed to prioritise its activities and report progress on any academic matters or issues that are referred to it by the Board.

The Chair will convene all meetings of Academic Board. If at any meeting the Chair is not present within 15 minutes after the appointed time for the meeting, the Chairperson of the UTS College Limited Board, if present, is the Chair. If the UTS College Limited Board Chairperson is not present, then the Deputy Chair will act as the Chair.

The quorum required for a meeting is at least half the voting membership.

5. Reporting

The Academic Board reports formally to the UTS College Limited Board and is expected to communicate with the UTS College community more generally.

The Chair will provide an update to the UTS College Limited Board on the activities of Academic Board through written reports and regular attendance as an invited member of the UTS College Limited Board.

Minutes of Academic Board meetings will be provided regularly to the UTS College Limited Board and be made available to the staff of UTS College.

6. Subcommittees

The standing committees of Academic Board are:

- a) Learning and Teaching Committee
- b) Academic Standards Committee

7. Academic Board performance

To determine its effectiveness:

Academic Board will undertake a self-review every two years.

The UTS College Limited Board will:

- a) Review this Charter every two years.
- b) Undertake an evaluation of the performance of Academic Board as one of its committees at intervals considered appropriate by the Chair of the UTS College Limited Board.