

THINK:
EDUCATION GROUP

Think: Colleges Pty Ltd

Think: Colleges Charter of the Academic Board

Governing the following Colleges:

THINK: AUSTRALASIAN
COLLEGE OF
NATURAL THERAPIES

THINK: BILLY BLUE
COLLEGE OF DESIGN

THINK: APM
COLLEGE OF BUSINESS
AND COMMUNICATION

 COMMERCIAL ARTS
TRAINING COLLEGE

THINK: WILLIAM BLUE
COLLEGE OF HOSPITALITY
AND TOURISM



Think: Colleges Pty Ltd
CHARTER OF THE ACADEMIC BOARD

| | | | |
|--|------------------------|---|-------------------------|
| Name | Academic Board Charter | Contact Officer | Group Academic Director |
| Approving Authority | Board of Directors | Date of Original Version | February 2004 |
| Next Review date for Academic Board Charter | April, 2014 | Last Review of Academic Governance | Jan-March 2009 |

Introduction

This Charter establishes the authority, nature, role, terms of reference, responsibilities and composition of the Academic Board and its Standing Committees and other Committees.

1. Authority

The Academic Board was established by a resolution of the Billy Blue Board of Directors, now the Think: Colleges Board of Directors on 28 February 2004.

2. Review date

Significant review was undertaken in early 2009 to review the governance structure of Think: Colleges. The growth of the college along with the self assessment undertaken in early 2009 resulted in the review. The governance structure, roles and responsibilities and the terms of reference outlined in this charter are based on the outcomes of a college wide consultation with the Academic Board and members of various sub committees in early 2009. Think: Colleges has also benchmarked the governance structure of multi-campus universities operating in various States and Territories.

The Charter was endorsed by the Academic Board May 2009 and the Board of Directors. As part of the Strategic Planning and Quality Management framework, the Charter will be reviewed by the Academic Board on a five yearly cyclical review process. The next review will be in April 2014.

3. Definitions

Board of Directors – are the Directors of Think: Colleges Pty Ltd (referred to hereafter as Think: Colleges)

Delivery sites – are the locations for the delivery of accredited Higher Education and Vocational courses. These include the courses of the Australasian College of Natural Therapies, APM College of Business and Communication, Billy Blue College of Design, Commercial Arts Training College and the William Blue College of Hospitality and Tourism. Delivery sites also include multi state operations.

Academic Board – is the principal academic advisory body for Think: Colleges.

Charter – means this document that serves the purpose of outlining the method of establishment, nature, role, terms of reference, responsibilities, and composition of the Academic Board and its Committees.

Committees of the Academic Board – includes all Standing Committees and any Ad Hoc Committees established by the Academic Board to assist it to achieve those objectives that are within its Terms of Reference.

4. Nature of the Academic Board

The Academic Board is an independent and collegiate body composed of academic experts (internal to Think: Colleges and independent of Think: Colleges), as well as staff and student representatives, established under the authority of the Board of Directors. It is empowered to report directly to this Board on all matters relating to, and affecting, the quality of educational programs offered by Think: Colleges, whether in Higher or Vocational Education, including any new or emerging issues that may arise.

5. Role and terms of reference of the Academic Board

The Academic Board is the peak academic body of Think: Colleges, and is a forum for academic debate, policy development and decision-making. It is responsible to the Board of Directors for:

- monitoring academic standards, values and quality assurance
- advising on the development of and monitoring performance against the strategic plan
- monitoring academic collaborations and partnerships
- promoting and monitoring academic quality, standards and values of the college academic activities
- advising on the college's academic plan and advising the Board and CEO as appropriate;
- deciding on academic policy and approving related procedures
- approving new courses, programs and units/subjects of study

The Academic Board must oversee and coordinate advice from its sub committees by:

- receiving, considering and responding to regular reports from the sub committees on their objectives and activities, and the implementation of academic policy and Academic Boards decisions
- referring to sub committees matters for their consideration and report
- prescribing, where practicable, procedures for the sub committees' deliberations and reports; and
- facilitating, where appropriate, consultations among the sub committees.

6. Meeting Schedule

The Academic Board will meet at least four times each year as per the Academic Calendar.

7. Composition of the Academic Board

7.1 Profile for Board Membership

For the Academic Board to function effectively as an independent body, and make credible judgements about the nature of the matters it reviews, its members collectively require academic and discipline-based expertise in relation to Higher and/ or Vocational Education, as well as an understanding of the employment options available to Think: Colleges graduates. It is a collegiate body so at least some of the internal members will be from their respective teaching area.

To meet these requirements the composition of the Academic Board will include:

- A mix of specialist, discipline-based knowledge and general academic expertise;
- A balance of internal and independent members;
- Knowledge of Australian and international higher and vocational education policies, trends and developments;
- Persons of each gender;
- An independent Chairperson and at least two other independent members.

7.2 Criteria for selection of members

7.2.1 Chairperson

- Post Graduate qualifications at doctoral level.
- Senior Executive management experience in Higher and/or Vocational Education.
- Knowledge of teaching and learning trends in Higher and/ or Vocational Education.
- Experience in chairing Boards or Committees.
- Well developed communication and analytical skills including the capacity to facilitate, interpret policy, and make educational judgements drawing evidence from a range of sources.

7.2.2 Members

General requirements

All members are expected to have, where appropriate:

- Competence (or the potential to achieve competence in a short period of time, in the case of student representatives) in exercising judgement across a broad spectrum of academic policy issues in Higher and/ or Vocational Education.
- Experience in Board and/or Committee processes and decision-making.
- Experience in teaching and learning developments in higher and vocational education.
- Experience in participating with others as part of a team to form balanced judgements and make impartial decisions.

Discipline-Specific requirements

In addition to the General Requirements listed above, discipline experts are expected to have, where appropriate:

- Appropriate academic qualifications.
- Leading record/reputation in their field of expertise.
- Knowledge of higher and/ or vocational education policies in Australia

Requirements for independent members

In addition to the General Requirements listed above, independent members must be able to demonstrate that they have no conflict of interest in regards to their duties as a member of the Academic Board.

External members of the Academic Board must declare that they have no conflict of interest in accepting an appointment to the Academic Board.

Nomination and retirement of members

- Inaugural, independent members of the Academic Board were comprised of appropriately qualified individuals invited by the Board of Directors of Think: Colleges. The Board of Directors also nominated the partner organisations to be represented. Other members were elected as representatives of their respective constituency.
- Academic Board members retire at the end of their term of office as specified in the table shown in 7.4. Members may be nominated for a further term.
- The Board of Directors has the capacity to invite appropriately qualified individuals to become independent members of the Academic Board, in the context of the existing and future academic profile of Think: Colleges, and in so doing will seek advice from the Academic Board, and the academic community more broadly.
- Terms of office are generally effective from 1 January of the year of appointment and expire 31 December in accordance with the Term of Office.
- If a member resigns their membership of the Academic Board, the Chairperson of the Academic Board, with the concurrence of the Board of Directors of Think: Colleges, may nominate a

replacement, from the same constituency, for the remainder of the Term of Office of the member that has resigned.

- Employees of Think: Colleges are deemed to have resigned from membership of the Academic Board from the date that they resign from their position with Think: Colleges.

7.3 Duties and Responsibilities

Board members are expected to:

- Maintain the confidentiality of all matters so flagged that pertain to the conduct of the Academic Board.
- Always act in the best interest of Think: Colleges and its students.
- Engage in discussion and contribute to decision-making processes.
- Ensure that any perceived or actual conflict of interest that arises, which was not anticipated at the time of their appointment, is brought to the notice of the Secretary or Chairperson of the Academic Board in advance, so that appropriate processes can be put in place to address the matter.
- Participate in assisting the Academic Board to operate within its Terms of Reference.

7.4 Membership Profile

| Members | External | Term of Office |
|--|----------|----------------|
| Appointed Members | | |
| 1. Independent Chairperson | Yes | 2 or 3 years* |
| 2. Impendent Deputy Chairperson | Yes | 2 or 3 years |
| 3. Independent Members (5)** | Yes | 2 or 3 years* |
| Elected Members | | |
| 4. Academic Staff representative (2) | No | 1 year |
| 5. Head of College representatives (6) | No | 1 year |
| 6. Student Representative (1) | Yes | 1 year |
| 7. Graduate Representative (1) | Yes | 1 year |
| Ex-Officio Members | | |
| 8. Chief Executive Officer | No | Continuing |
| 9. Group Academic Director | No | Continuing |
| 10. Group Colleges Director | No | Continuing |
| 11. Flexible Delivery Representative | No | Continuing |
| Non-voting Members by Invitation | | |
| Other Senior Academic or Support Staff | No | |
| TOTAL = 21 voting members | | |
| * Term of Office determined so not all independent members retire at the same time. | | |
| ** The Board of Directors of Think: Colleges may determine to appoint additional independent members to ensure an appropriate balance in the membership. | | |

Current membership of the Academic Board is detailed in Appendix A.

THINK: COLLEGES
ACADEMIC BOARD
Standing Orders and Rules of Procedure

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Standing Orders

The Academic Board shall conduct its meetings and other business in accordance with its own rules of procedures and customary practice, subject to resolutions of the Board of Directors and allowing all reasonable discretion to its Chairperson.

Customary practice here refers to the process by which the Academic Board's business is conducted through the presiding member (normally the Chairperson) and proceeds on the basis of resolution. More formal rules and standing orders such as those described in formal meeting procedures and other widely available publications and general conventions of meetings may be used only as a general guide.

Rules of Procedure

The following Rules of Procedure will be implemented by the Board to facilitate the conduct of its business and may be varied by the Board from time to time, as appropriate.

1. Schedule of Board meetings

Meetings of the Board will be held according to the Academic Calendar, which is published annually.

2. Duration of meetings

Meetings of the Academic Board will conclude at the end of 4 hours unless the members present vote for a continuation of not more than 1 hour. In order to facilitate timely discussions, any member of the Academic Board may star agenda items. Such items require discussion and consideration by the Academic Board. The Academic Board will carry any items not starred without further consideration.

3. Quorum

A quorum shall be constituted with 50% + 1 of the members.

4. Adjournment of meetings and maintenance of quorum

The Chairperson may adjourn an ordinary or a special meeting of the Academic Board in appropriate circumstances, for example, if it was clear that it was unlikely that a quorum would be maintained, a long contentious item of business was about to be discussed and it seemed advisable that the Chairperson should adjourn the meeting before commencing discussion on that item rather than cutting off discussion in mid-stream.

The Chairperson shall not adjourn a meeting to prevent a motion or amendment being put, save with the approval of two thirds of the meeting present. This discretion shall not limit any other powers of the Chairperson to adjourn a meeting.

5. Adjourned Meetings of the Board

If a meeting of the Board is adjourned a date will be agreed by a majority of those present for a resumption of the meeting.

6. Method of decision-making

Matters requiring approval of the Board will ordinarily be resolved on a consensus basis; however, if this cannot be achieved then the respective matter will be decided by a vote of members. Decisions will be in accordance with the vote of the majority.

If at any time the non-independent members constitute a majority of members present, their votes in aggregate will be deemed to be equivalent to less than fifty per cent of the votes cast.

The method of voting shall be by voices or, at the discretion of the Chairperson or on the request of any two members, by a show of hands. In the absence of a majority the Chairperson will have the casting vote.

7. Absence from meetings

a. Of the Chairperson

In the absence of the Chairperson the members present will elect another Independent member to act as Chairperson.

b. Of the Members

The following policies and procedures for absence from meetings shall be followed:

- (i) The Board records absences and apologies lodged by a member who is unable to attend a meeting;
- (ii) Internal members may seek leave of absence from Board meetings under special circumstances, such as normal absence from taking annual leave. Such application must be done in writing and provided to the Board Secretariat prior to the meeting;
- (iii) Independent members may seek approval for leave. The Board will take into account all the circumstances of the member's absence, such as number of absences, reasons given etc. to determine whether to grant leave.
- (iv) As Board meetings are held four times per year, the Board shall review and advise on more than three absences for any member.

8. Preparation of Agendas

The Board Secretariat shall ordinarily receive all papers concerning items for consideration for inclusion on the agenda at least two weeks prior to the scheduled date of the meeting.

The draft agenda and accompanying documents shall be considered and finalised, including determination of agenda items and of confidential items, by the Chairperson.

The Board Secretariat shall dispatch the finalised agenda and papers within six days of the scheduled Board meeting, usually by electronic means.

9. Items for inclusion on the Agenda

In all meetings, after consideration of the Minutes and Action items from the previous meeting as well as the listing of any apologies or absences from the present meeting, the Chairperson's report will be the first item. This report, which may be given in an oral form, will be largely procedural, relating to the operations of the Academic Board and preparation of the current agenda, as well as informing members of any contextual changes.

In general, agenda items which touch upon significantly common subject matter will be grouped together on an agenda to avoid the possibility of the Board's adopting conflicting resolutions.

The agenda shall include a section whereby Reports from its Standing Committees are considered. These Reports may include recommendations for action and /or information to be noted.

A standard Cover Sheet is to be used for each agenda item to indicate its origin and authorisation, and to flag to the Academic Board whether the item is for approval, discussion or noting.

10. Scheduling of Board business

Academic Board meetings will be held at least four times per year to correspond with significant dates in the College Calendar, including examinations and end of year reviews.

The first meeting of each year will generally review the past year, including progress and outcomes, and be scheduled around late March / early April.

The second meeting will be scheduled around June / July.

The third meeting will be scheduled around September / October

The fourth meeting will be scheduled in December and will include a focus on academic planning for the following year.

An annual report by the Chairperson will be prepared for the Board of Directors.

11. Order of Agenda items

In exceptional circumstances, the Board may give consideration to a recommendation for the reordering of an agenda in order to ensure that major items are considered at a time when it is likely that attendance at the meeting is such that any resolution would reasonably represent the views of a significant proportion of the membership of the Board. Such items would normally be included in the agenda in such a position as to ensure that they were considered early in the meeting.

12. Confidentiality

The Board Secretariat together with the Chairperson shall recommend which items on the agenda are to be presented as confidential and identify any item within a report as confidential, ensuring that the agenda and relevant documentation is clearly marked to that effect, as appropriate.

Confidential items shall be dealt with at the beginning of the meeting after which observers and other appropriate participants will be admitted.

If a confidential item emerges in the course of discussions, after observers and others have been admitted, then they will be asked to leave the meeting.

Members of the Board should be aware that there are limits to the degree of protection they may claim in relation to defamation, maintenance of confidentiality and commercial in confidence items in discussion of Academic Board matters.

13. Tabling of Reports

In general, all matters coming before the Academic Board shall be considered first by the Chairperson and the Board Secretariat. In exceptional circumstances, the Chairperson and the Secretariat may table reports without this consideration, if the Chairperson determines a need for urgency.

14. Motions without notice

The Board shall permit consideration of any item of business or a motion if prior notice has not been given, provided that two thirds of the members present and voting at the meeting and the Chairperson consent, such permission is to be given at the commencement of the meeting.

15. Notice of motions

This item concerns the right of members to place motions of notice on Board Agendas. Members of the Board may give notice of a motion supported by such additional material, if appropriate, as agreed to by the Chairperson. Members should be aware that the motion and additional material should be provided to the Board Secretariat at least two weeks prior to the date of the scheduled meeting. The precise wording of the motion need not be finalised at that time provided that the substance of the intended motion is clear.

The Chairperson may rule a motion out of order and not allow it to be published with the agenda if, after discussions with the relevant member, the Chairperson was satisfied that the motion was outside the Terms of Reference of the Academic Board or may be defamatory. The Chairperson is to report on any such action in their Report to the Academic Board.

16. Decisions between Board meetings

As there may only be four meetings scheduled for any one year, there may be tasks and decisions that the Board, under its Terms of Reference, may need to ensure are carried out.

At its meeting of 14th March 2007 the Academic Board resolved to establish an Executive Committee of the Academic Board with authority to decide on academic matters between formal meetings of the Academic Board where those matters are deemed urgent and decisions cannot be delayed until the next Academic Board meeting.

The Executive Committee is comprised of three members of the Academic Board being; the Chairperson, any other independent member of the Academic Board, and the Academic Director.

Deliberations of the Executive Committee will be facilitated by the Academic Director and may be in the form of a face-to-face meeting, teleconference, or via email.

Decisions of the Executive Committee will be tabled at the next Academic Board meeting.

17. Standing Committees of the Board

The following committees have delegated responsibilities as detailed in their Terms of Reference for assisting the Academic Board in its role as the principal academic advisory body of Think: Colleges:

- **Executive Committee of the Academic Board**
- **Quality Committee**

The Quality Committee has several subcommittees including: three discipline based Teaching and Learning Committees as follows:

- **Teaching and Learning Committee: Business and Hospitality**
- **Teaching and Learning Committee: Design**
- **Teaching and Learning Committee: Health and Wellness**

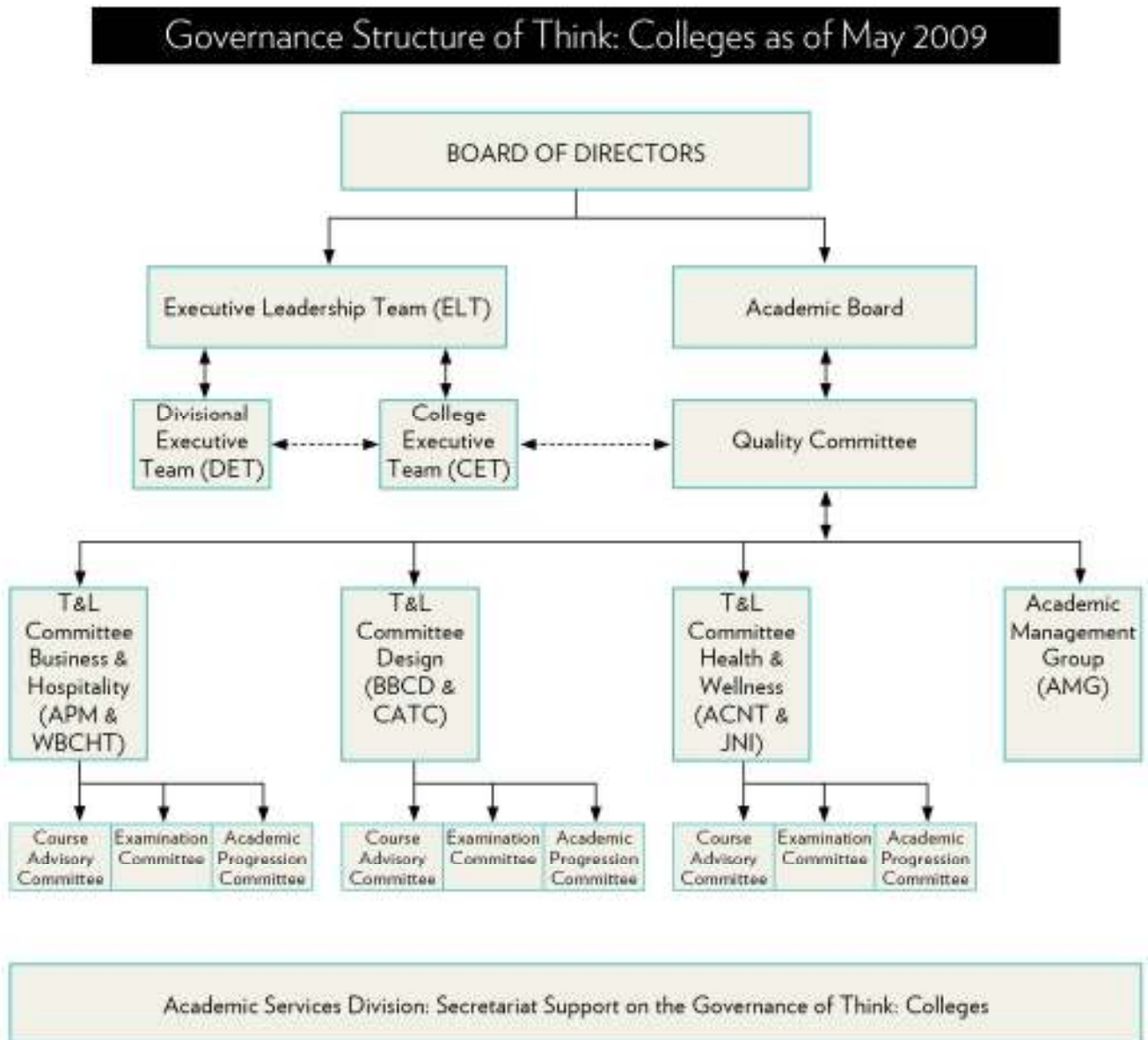
The Academic Management Group also reports to the Quality Committee

The discipline based Teaching and Learning Committee has three subcommittees including;

- **Course Advisory Committees (as required for each program)**
- **Examination Committee**
- **Academic Progression Committee**

Figure one outlines the governance structure of Think: Colleges. The Roles, Terms of Reference, and Composition of each of these committees are also set out below.

Figure 1: Think: Colleges Governance Structure



THINK: COLLEGES
EXECUTIVE COMMITTEE OF THE ACADEMIC BOARD

Introduction

The Executive Committee is a standing committee of the Academic Board. The Academic Board approved the Terms of Reference of the Executive Committee in May 2009.

1. Role

The Academic Board Executive Committee determines urgent matters on behalf of Board between meetings of the full Board, monitors the business of the Board and all Board committees, and reviews Board action sheets, to ensure that appropriate follow-up is taking place. It also assists in the process of determining which matters should be referred to Board for attention.

2. Terms of Reference

- Identify issues requiring attention by the Academic Board and ensure the preparation of appropriate draft proposals and recommendations, together with supporting documentation, for consideration by the Board
- Facilitate the flow of business among Board and its other sub committees
- Determine urgent matters within the jurisdiction of Board, which arise between meetings of Board, and report action taken to the Board
- Consider and determine any matters referred to it by Board, or the Chair Academic Board, or, where urgency is required, by Board's other committees.

3. Composition

3.1 Chairperson

The Chair or Deputy Chair of the Academic Board is the Chairperson of the Executive Committee of the Academic Board.

3.2 Members

Counting the Chairperson there are 5 members. The other members are:

- Independent Academic Board Member
- Head of College
- Group Academic Director
- Chief Executive Officer

4. Terms of Office

The Academic Board at its first meeting each year will confirm the membership of the Executive Committee and the Terms of Office for each member.

5. Meeting Schedule

The Committee will meet at a minimum of 4 times per year. The Chairperson may convene a special meeting at any time with reasonable notice.

6. Meeting Procedure

Meetings will be conducted on a formal basis with agendas, minutes, action items and so forth. Papers will be submitted to members prior to the scheduled meetings. Minutes will be produced and circulated within 2 weeks of an Executive Meeting. Any matters decided will be tabled at the subsequent full Academic Board meeting for endorsement.

THINK: COLLEGES
QUALITY COMMITTEE

Introduction

The Quality Committee is a standing committee of the Academic Board. The Academic Board approved the revised Terms of Reference in July 2009.

1. Role

The Quality Committee of the Academic Board provides advice and the management of the college Strategic Planning and Quality Management Framework, monitoring educational key performance indicators and on the management and outcomes of quality improvement and review activities. The Quality Committee also provides leadership in the formulation of academic policies in relation to teaching & learning and support services to be used consistently in all Think: Colleges.

2. Terms of Reference

In fulfilling this role the Quality Committee has the following Terms of Reference, to:

- Monitor the implementation of Think: Colleges strategic planning and quality management framework
- Development of academic and support service policies for Think: Colleges
- Provide leadership in internal and external self reviews and quality audits including AUQA and AQTF audits and ensures that the recommendations emerging from AUQA, AQTF and other self-assessment and review processes are being implemented effectively
- Track actions and/or recommendations arising from academic, administrative and special purpose reviews and report annually on progress to the Academic Board
- Review the results of various stakeholder surveys and endorse key improvements
- Monitor current performance, and ensure that areas highlighted in performance and tracking reports, strategy documents or through other college processes are being addressed
- Provide advice, oversight and coordination of benchmarking, both nationally and internationally
- Make recommendations to the Academic Board for performance and improvement
- Communicate key actions with the Academic Management Group and discipline based teaching & learning committee
- Consider any matters referred to it by the Academic Board and sub committees of the Quality Committee
- Moderate discussions between discipline based Teaching and Learning Committees.

3. Composition

3.1 Chairperson

The Chairperson of the Quality Committee is the Group Academic Director who is a member of the Academic Board

3.2 Members

The membership of the Quality Committee consists of staff from colleges and divisions and a staff representative from the Student Representative Council (SRC)

Counting the Chairperson of the Academic Board there is a total of 15 members.

The other members are:

- CEO of THINK: COLLEGES or their delegate
- Staff representatives (up to 3, mainly academic staff), *Elected*

Other persons with an interest in or responsibility for matters relating to the Quality Assurance of THINK: COLLEGES may attend by invitation to assist the Committee in its deliberations.

4. Terms of Office

The Academic Board at its first meeting of each year will confirm the membership of the Committee and the Terms of Office for each member.

5. Meeting Schedule

The Committee will meet at least six times per year as per the Academic Calendar.

The Chairperson may convene a special meeting at any time with reasonable notice.

6. Meeting Procedure

Meetings will be conducted on a formal basis with agendas, minutes, action items and so forth. The Committee will modify the Academic Board Rules of Procedure to fit its purpose.

THINK: COLLEGES

Academic Management Group

Introduction

The Academic Management Group reports to the Quality Committee. The Academic Board approved the revised Terms of Reference in July 2009.

1. Role

The group helps the discipline based Teaching & Learning Committee in the implementation of key policies and procedures at college level. The group also looks at the day to day operational issues of the college. The AMG has membership of parent colleges located in NSW and plays key role in communicating with other colleges located in interstate.

2. Terms of Reference

The AMG is responsible for the following:

- Implementation of academic policies and procedures at college level
- Facilitating two way communication with the colleges, divisions and the Quality Committee
- Providing recommendations to the Quality Committee for consideration and endorsement
- Operationalising key actions from the Quality Committee
- Reviewing annual calendar of events and monitors its progress
- Disseminating of information to college's and divisions

3. Composition

3.1 Chairperson

The Director of Vocational Education and Training is the Chairperson of AMG.

3.3 Members

The AMG has membership of parent colleges located in NSW. The membership includes:

- Deputy College Heads
- Compliance Managers
- One staff member from Strategic Projects
- One staff member from Flexible and Online Learning
- One staff member from Student Administration/Support
- One staff member from Sales and Marketing

4. Terms of Office

The Academic Board at its first meeting each year will confirm the membership of the Committee and the Terms of Office for each member.

5. Meeting Schedule

The Group will meet every fortnight according to the Academic Calendar.

6. Meeting Procedure

Meetings will be conducted on a formal basis with agendas, minutes, action items and so forth.

THINK: COLLEGES

Discipline based TEACHING AND LEARNING COMMITTEES

Introduction

The discipline based Teaching and Learning Committees are standing committees of the Quality Committee. The Academic Board approved the revised Terms of Reference in July 2009.

1. Role

The discipline based Teaching & Learning Committee assists the *Quality Committee* by addressing academic policies relating to teaching and learning in the colleges and the quality management framework for the college's academic programs.

2. Terms of Reference

In fulfilling this role the discipline based Teaching and Learning Committees has the following Terms of Reference to provide advice to the Quality Committee in undertaking the following tasks:

- Implementation of academic policies, guidelines and protocols to foster the improvement of teaching and learning within the colleges
- Review educational key performance indicators for the teaching and learning component of the relevant colleges
- Ensure that textbooks and other learning resources recommended by lecturing staff are available and accessible to students
- Monitoring the effective and consistent implementation of policies and protocols for assuring the quality of academic programs and articulation arrangements
- Set guidelines for, and decide the outcomes of, academic student appeals
- Review of courses including curriculum and student assessment practices
- Develop mechanisms for the identification and dissemination of good practice and excellence in teaching and learning
- Approve and annual Professional Development Plan for educational staff to ensure that professional and discipline based expertise is current and that pedagogic skills are maintained and updated
- Formulate advice to Quality Committee on priorities and guidelines for educational innovation and enhancement projects and grants and internal awards for excellence in teaching
- Consider any matters referred to it by the Quality Committee.

3. Composition

3.1 Chairperson

A Head of either College is the Chairperson of the discipline based Teaching and Learning Committees.

3.4 Members

Each discipline based Teaching and Learning Committee represents two colleges and it has membership from two colleges. The membership of the discipline based Teaching and Learning Committee includes:

- Head of both Colleges (Chairperson and Deputy Chairperson)
- Deputy College Heads
- Institutional Alliances/ Learning and Academic Support representative
- Group Academic Director or Group Colleges Director

Program Directors – two from Vocational and two from Higher Education courses

Staff member from the Resource Centre/Library

Other invited members

The Chief Executive Officer and other persons with an interest in, or responsibility for, matters relating to Teaching and Learning may attend by invitation to assist the Committee in its deliberations.

4. Terms of Office

The Academic Board at its first meeting each year will confirm the membership of the Committee and the Terms of Office for each member.

5. Meeting Schedule

The Committee will meet on monthly basis according to the Academic Calendar. The Chairperson may convene a special meeting at any time with reasonable notice.

6. Meeting Procedure

Meetings will be conducted on a formal basis with agendas, minutes, action items and so forth. The Committee will modify the Academic Board Rules of Procedure to fit its purpose.

THINK: COLLEGES
COURSE ADVISORY COMMITTEES

Introduction

There is at least one Course Advisory Committee established for each College at Think: Colleges. These Committees report to the discipline based Teaching and Learning Committee.

The Academic Board approved the revised Terms of Reference in July 2009.

1. Role

The primary role of the Course Advisory Committees, as established by the discipline based Teaching and Learning Committee to which these report, is to ensure that any new and existing Think: Colleges courses have currency and relevancy by taking into account advice from a range of perspectives, including that of relevant lecturing staff, employers, academic peers, and recent graduates.

2. Terms of Reference

In fulfilling this role the Course Advisory Committees have the following Terms of Reference, to:

- Draw to the attention of the Academic Board, via the Teaching and Learning Committee, recent trends in the field of study, Government policy changes likely to impact on curriculum issues, employer expectations and job opportunities for graduates, and any innovative practices in Teaching or Learning.
- Review Course documentation to ensure that it meets standards of rigour and depth appropriate to the level of the award and that the rationale, aims and subject content are consistent with, and reflect best practice.
- Consider major changes to existing units and courses, seeking additional expert advice where necessary and ensuring modifications are in line with Departmental guidelines.
- Receive and review any new Course proposals including, evidence of need and demand, unit descriptions, assessment schedules, and admission and progression requirements.
- Consider the existing or proposed quality assurance mechanisms to ensure that learning outcomes from Courses are as expected, paying particular attention to assessment procedures and any benchmarking undertaken with other education providers.
- Act on any other references from the Teaching and Learning Committee or directly from the Academic Board.

3. Composition

3.1. Chairperson

The Group Academic Director (or delegated nominee) is the Chairperson of the relevant Course Advisory Committee.

3.2 Members

The Chairperson of the relevant discipline based Teaching and Learning Committee is *ex officio* a member of all Course Advisory Committees. Apart from the above position, the following list indicates the minimum set of other members:

- Head of the relevant College
- Director of Course Development
- External Employer and/or Industry Bodies Representatives, (at least 2), Appointment
- External Academic Peer Representatives, (at least 2), Appointment
- Academic Staff Representative, (at least 2), Appointment
- Graduate Student Representative, Nomination
- External High School Representative, Appointment

The CEO, *ex officio*, may attend any Course Advisory Committee meeting. The Course Advisory Committees may invite any relevant person to attend meetings or provide advice to assist in their deliberations.

4. Terms of Office

The Teaching and Learning Committee at its first meeting each year will determine the composition of the Course Advisory Committees and the Terms of Office where appropriate.

5. Meeting Schedule

The Course Advisory Committees will meet at least once a year to review existing higher education courses, and more frequently if new courses are under development.

The Chairperson may convene a special meeting at any time with reasonable notice.

6. Meeting Procedure

Meetings will be conducted on a formal basis with agendas, minutes, action items and so forth. The Committees will modify the Academic Board Rules of Procedure to fit its purpose.

THINK: COLLEGES
EXAMINATION COMMITTEE

Introduction

The Examination Committee is a standing committee of the discipline based Teaching and Learning Committee. The Academic Board approved the revised Terms of Reference in July 2009.

1. Role

The primary role of the Examination Committee, under delegated authority from the Teaching & Learning Committee, is to review all students' results in line with standards laid down by the Academic Board. The Examination Committee is required to ensure all results allocated to students have been developed with integrity, completeness and validity so that they may be recommended to the Academic Board via the discipline based Teaching and Learning Committee/ Quality Committee for final approval. The Examination Committee has delegated authority to recommend re-sits, re-enrols, withdrawals, expulsions and provisional results prior to final ratification by the Academic Board.

2. Terms of Reference

In fulfilling this role the Examination Committee has the following Terms of Reference:

- The review, ratification and recommendation of the final subject/ unit grades for each student in each subject in a Higher Education award to the Academic Board;
- The recommendation for students to be invited to progress to the following study period;
- The recommendation of those Higher Education students eligible to graduate to the Academic Board;
- The confirmation of students to be placed on Academic Probation
- Act on any other references to it from the Academic Board.

These terms of reference apply to all final provisional academic results allocated to a Higher Education student from Think: Colleges. All Vocational Education and Training results are processed as per the 'Issuing awards and Statement of Attainment Policy and Procedure'. A student's final provisional result may only be modified and/ or authorised via the meeting and ratification by an official Examination Committee or through the use of the Change of Result form authorised by the Head of College.

3. Composition

3.1 Chairperson

The Head of College/ Deputy Head of College is the Chairperson of the Examination Committee.

3.5 Members

The membership includes:

Head of College/ Deputy Head of College (Chairperson)

Academic Staff teaching all subjects under review

Group Academic Director (by invitation)

4. Terms of Office

The Academic Board at its first meeting each year will confirm the membership of the Committee and the Terms of Office for each member.

5. Meeting Schedule

The Committee will meet a minimum of once per study period. The Chairperson may convene a special meeting at any time with reasonable notice.

6. Meeting Procedure

Meetings will be conducted on a formal basis with agendas, minutes, action items and so forth. The Committee will modify the Academic Board Rules of Procedure to fit its purpose.

THINK: COLLEGES
ACADEMIC PROGRESSION COMMITTEE

Introduction

The Academic Progression Committee is a standing committee of the discipline based Teaching and Learning Committee

The Academic Board approved the revised Terms of Reference in July 2009.

1. Role

The primary role of the Academic Progression Committee under delegated authority from the Academic Board is to monitor student progress during their duration of study. The Committee monitors student progression in a course of study through to graduation upon meeting minimum success rates.

2. Terms of Reference

In fulfilling this role the Academic Progression Committee has the following Terms of Reference:

- Monitoring student retention and progression from first year of study to subsequent year;
- Systematically monitoring students at risk based on poor academic performance and initiating steps to address poor performance in line with the provisions of the National Code 2007;
- Review and finalisation of students eligible for graduation and recommending to the discipline based Teaching and Learning Committee and the Academic Board;
- Monitoring academic progression in similar discipline at other teaching sites to ensure equivalent and consistent academic standards (e.g. Billy Blue College of Design and Commercial Arts Training College).

3. Composition

3.1 Chairperson

The Head of College/ Deputy Head of College is the Chairperson of the Academic Progression Committee.

3.6 Members

The membership includes:

Head of College/ Deputy Head of College (Chairperson)

Program Directors

Group Academic Director or nominee (by invitation)

4. Terms of Office

The Academic Board at its first meeting each year will confirm the membership of the Committee and the Terms of Office for each member.

5. Meeting Schedule

The Committee will meet a minimum of once per study period. The Chairperson may convene a special meeting at any time with reasonable notice.

6. Meeting Procedure

Meetings will be conducted on a formal basis with agendas, minutes, action items and so forth. The Committee will modify the Academic Board Rules of Procedure to fit its purpose.

APPENDIX A

MEMBERSHIP OF THE THINK: COLLEGES ACADEMIC BOARD - 2009

| Appointed Members | |
|--------------------------------------|---|
| 1. Chairperson | Emeritus Professor Adrian Lee Former Pro Vice-Chancellor (Education and Quality) University of New South Wales |
| 2. Independent Member | Dr Marianne Hulsbosch, Senior Lecturer in Visual Arts and Design Education, Faculty of Education & Social Work, University of Sydney. |
| 3. Independent Member & Deputy Chair | Vacant |
| 4. Independent Member | Professor Mark Israel, Associate Head of the Faculty of Education, Humanities, Theology and Law, Flinders University |
| 5. Independent Member | Dr Perry Hobson, Director, International Centre of Excellence in Tourism & Hospitality Education Associate Professor, Southern Cross University College of Tourism & Hospitality Management. |
| 6. Independent Member | Associate Professor Suzan Burton, Associate Professor Management, Macquarie Graduate College of Management, Macquarie University |
| Internal Members | |
| 7. Head of College Representatives | Mr David McDonald, Head of College, APM College of Business & Communication Ms Jenny Jenkins, Head of College, William Blue College of Hospitality and Tourism Ms Janet Olliver, Head of College, Australasian College of Natural Therapies Mr Andrew Barnum, Head of College, Billy Blue College of Design Mr Simon Pemberton, National Head of College, Commercial Arts Training College Ms Anne Holmes, Head of College, Billy Blue College of English. |
| 8. Teaching Staff Representative | Mr Matthew Peade, Lecturer, William Blue College of Hospitality and Tourism Management Ms Meredith Schaerf, Program Director Beauty and Spa, Australasian College of Natural Therapies |
| 9. Student Representative | Ms Maddie Doyle, Associate Degree Student, Billy Blue College of Design |
| Ex Officio Members | |
| 10. Chief Executive Office | Mr Anthony Bohm, Think: Colleges. |
| 11. Group Academic Director | Dr George Brown, Think: Education Group. |
| 12. Group Colleges Director | Ms Jenny Hayes, Think: Education Group. |
| 13. Flexible delivery representative | Mr Ryan Lawson Distance Learning Student Support Manager |

MEMBERSHIP OF THE THINK: COLLEGES EXECUTIVE COMMITTEE OF THE ACADEMIC BOARD

| Position Title |
|---|
| Chair of Deputy Chair of the Academic Board |
| An Independent Academic Board member |
| Group Colleges Director |
| Group Academic Director |
| Chief Executive Office |

MEMBERSHIP OF THE THINK: COLLEGES QUALITY COMMITTEE

| Position Title |
|---|
| Chairperson (Group Academic Director) |
| Chair of the Academic Board |
| Group Colleges Director |
| Head of College, Australasian College of Natural Therapies |
| Head of College, APM College of Business and Communication |
| Head of College, Billy Blue College of Design |
| Head of College, Billy Blue College of English |
| National Head of College, Commercial Arts Training College |
| Head of College, Jansen Newman Institute |
| Head of College, William Blue College of Hospitality and Tourism |
| Director, Quality & Improvement |
| Manager Student Support / Counsellor (staff member with Student Representative Council (SRC)) |
| Campus Operations Manager, Northpoint (Responsible for student service and support) |
| Campus Operations Manager, Surry Hills (Responsible for student service and support) |
| Other members |
| Chief Executive Officer, Operations (<i>Ex officio</i>) |
| Up to 3 Staff Representatives |

MEMBERSHIP OF THE THINK: COLLEGES ACADEMIC MANAGEMENT GROUP

| Position Title |
|--|
| Chairperson (Director Vocational Education and Training) |
| Deputy College Head or equivalent, Australasian College of Natural Therapies |
| Deputy College Head or equivalent, APM College of Business and Communication |
| Deputy College Head, Billy Blue College of Design |
| Deputy College Head, William Blue College of Hospitality and Tourism |
| Compliance Manager, Australasian College of Natural Therapies |
| Compliance Manager, APM College of Business and Communication |
| Compliance Manager, Billy Blue College of Design and William Blue College of Hospitality and Tourism |
| Staff member from Strategic Projects |
| Staff member from Flexible and Online Learning |
| Staff member from Student Administration/Support |
| Staff member from Sales and Marketing |

MEMBERSHIP OF THE THINK: COLLEGES Discipline based TEACHING AND LEARNING COMMITTEES

| Position Title |
|--|
| Chairperson (Head of either College) |
| Deputy Chairperson (Head of the College) |
| Heads of both Colleges |
| Deputy College Heads of both Colleges |
| Institutional Alliances/ Learning and Academic Support representative |
| Program Directors from each College (2 VET & 2 HE) |
| Group Colleges Director or Group Academic Director |
| Staff member from the campus Resource Centre/library on rotating basis |

MEMBERSHIP OF THE THINK: COLLEGES EXAM COMMITTEE

| Position Title |
|---|
| Chairperson (Deputy Heads of the College or equivalent on rotating basis) |
| Heads of both Colleges |
| Academic Staff Teaching all subjects under Review |
| Group Academic Director (by invitation) |

MEMBERSHIP OF THE THINK: COLLEGES COURSE ADVISORY COMMITTEE

| Position Title |
|---|
| Chairperson Group Academic Director |
| Head of the relevant College |
| Director of Course Development |
| At least 2 Academic Staff |
| At least 2 Industry/Employer or Professional Body representative |
| At least 2 External Academics from other University or Institutions |
| At least 1 Graduate Student Representative |
| At least 1 External High School Representative |
| Any other member by Invitation |
| Other members |
| Chief Executive Officer, Operations (<i>Ex officio</i>) |

MEMBERSHIP OF THE THINK: COLLEGES ACADEMIC PROGRESSION COMMITTEE

| Position Title |
|--|
| Chairperson (Deputy Heads of the College or equivalent on rotating basis) |
| Heads of both Colleges |
| At least 2 Program Directors |
| Manager Student Support / Counsellor (staff member with Student Representative Council (SRC) |
| Group Academic Director (by invitation) |