

Academic Senate Curriculum Subcommittee Terms of Reference

Section 1 - Establishment

Background

(1) The Academic Senate has established the Academic Senate Curriculum Subcommittee (the Committee). These Terms of Reference set out the Committee's purpose, authority, membership, functions and responsibilities.

(2) The procedures for the Committee are set out in the [Academic Senate and Academic Senate Committees Procedure](#).

Purpose

(3) The purpose of the Committee is to consider and provide advice on proposals to amend, accredit, re-accredit or discontinue award courses (as appropriate), including the exercise of relevant authorities provided by Academic Senate to the Committee, and consider and provide advice on policies relating to curriculum and course structure.

Authority

(4) Any authorisations provided by Academic Senate to this Committee are documented in Section 3, Functions and Responsibilities.

Section 2 - Membership

(5) The Committee will have:

- a. a Chair of the Committee, appointed by the Chair, Academic Senate; and
- b. a Deputy Chair of the Committee, appointed by the Chair of the Committee from the membership of the Committee for a term commensurate with their membership of the Committee.

(6) In accordance with the [Academic Senate and Academic Senate Committees Procedure](#), the Committee will comprise the following ex-officio members:

- a. the nominee of the Pro Vice-Chancellor (Education);
- b. the nominee of Pro Vice-Chancellor (Indigenous);
- c. the nominee of the Deputy Dean, Education and Employability of each Faculty, which will normally be the Associate Dean (Curriculum) or equivalent; and
- d. the nominee of the Director, Macquarie University College.

(7) The Committee will also comprise non ex-officio members appointed by the Chair, Academic Senate including:

- a. one (1) member nominated by the Faculty Board of each Faculty and the College Board following a call for

expressions of interest;

- b. one (1) member of Academic Senate considered by the Chair, Academic Senate following a call for expressions of interest; and
- c. one (1) student member nominated by the Chair of the Committee following a call for expressions of interest.

(8) The Chair of the Committee may recommend the co-option of up to two (2) appropriately skilled persons to the Committee for a specified term, to be approved by the Chair, Academic Senate. The Chair of the Committee may also invite individuals with specialist knowledge and expertise to attend Committee meetings as required.

(9) The term of office for members in clauses 7 and 8 is two years, unless otherwise specified.

(10) The Chair, Academic Senate may attend meetings of the Committee and will have all rights and duties of a member.

(11) The Chair, Academic Senate may renew any non ex-officio member's term of appointment (excluding members co-opted by the Chair of the Committee).

Section 3 - Functions and Responsibilities

(12) The Committee is responsible and accountable to the Academic Senate for the exercise of its responsibilities.

(13) The Committee is a subcommittee of the Academic Senate Education Committee and will provide a report (including the draft minutes) of each meeting of the Committee to the following meeting of the Academic Senate Education Committee.

(14) The Committee will receive reports, monitor, provide advice and make recommendations to the relevant governance body (including Faculty Boards, the College Board, Academic Senate Education Committee and/or Academic Senate) on:

- a. new or revised University policy and procedures in relation to curriculum and course structure, including policies relating to the course of study lifecycle and curriculum architecture;
- b. accreditation, reaccreditation or discontinuation of University award courses (and any conditions associated with the accreditation/reaccreditation of a course);
- c. the quality of curriculum, comparison with institutional benchmarks, relevant academic risks and measures to effectively control those risks; and
- d. amendments to University award courses involving:
 - i. a change to admission requirements;
 - ii. a change to the course learning outcomes;
 - iii. a change to the volume of learning; or
 - iv. an addition of a major or specialisation offered within the core zone.

(15) The Committee will consider and report on any matters referred to it by Academic Senate or the Academic Senate Education Committee, as required.

(16) Operational and budgetary matters are outside the role and responsibilities of the Committee. This includes the business case of any curriculum proposal, which must be approved by the Vice-Chancellor.

(17) Academic Senate has granted the Committee the following authorisations:

- a. approve high-risk combinations of units to be co-taught;

- b. approve amendments to Schedules 1 (Courses with Currency Requirements), 2 (Practical, Clinical and Professional Courses) and 3 (Practical, Clinical and Professional Courses with Fitness to Practice Requirements) of the [Academic Progression Policy](#);
- c. approve the designation of any units as PACE or Capstone following endorsement by the respective Faculty Board or the College Board; and
- d. approve the criteria for transfers between courses and exceptions to the criteria.

Section 4 - Meetings

(18) The quorum shall be at least half the membership of the Committee plus one.

(19) Vacant positions on the Committee do not count toward the calculation of the number required for a quorum.

(20) Refer to the [Academic Senate and Academic Senate Committees Procedure](#) for meeting requirements and protocols.

Section 5 - Variations

(21) Variations to this Terms of Reference must be approved by Academic Senate.

Section 6 - Definitions

(22) For the purpose of this document:

- a. Committee – means the Academic Senate Curriculum Subcommittee of the Academic Senate Education Committee.

Status and Details

Status	Current
Effective Date	1st January 2025
Review Date	1st January 2027
Approval Authority	Academic Senate
Approval Date	19th November 2024
Expiry Date	Not Applicable
Responsible Executive	Jacqueline Phillips Chair, Academic Senate +61 2 9850 2753
Responsible Officer	Linda Breen Director, Governance and Compliance +61 2 9850 4869
Enquiries Contact	Megan Kemmis Manager, Governance Secretariat +61 2 9850 7316