

Academic Council Statement of Governance Principles

Printed copies are for reference only. Please refer to the electronic copy in the Policy and Procedure Manager (PPM), the electronic policy management system (EPMS), to ensure you are referring to the latest version.

Audience:

Staff, Students, public

Definitions:

Any defined terms below are specific to this document. The definition of common terms appears in the Murdoch University Dictionary of Terms.

There are no terms.

INTRODUCTION

Academic Council is a committee constituted by the Murdoch University Senate under Section 21 of the *Murdoch University Act 1973*. *University Statute No. 5* characterises Academic Council as “the principal academic body of the University”. On matters of academic policy it makes the final decision.

It is also the body which awards degrees, diplomas, and certificates of Murdoch University on behalf of the Senate.

Traditionally Academic Council has been concerned primarily with academic policy-making, yet also advising on the budget process and academic staffing policy. The Academic Governance Review 2014 recommendations provided for a strengthened academic awareness of the budget process in order to ensure that the courses and policies approved are consistent with the overall strategic direction and capacity of the University. Decisions on staffing, industrial issues, strategic planning and resources allocation rest with the Vice Chancellor or the Senate.

On matters that require changes to Statutes or Regulations, Academic Council must recommend to Senate – and in the history of the University its recommendations are rarely overturned.

The functions of Council are more fully prescribed in the *Murdoch University Act 1973* [see s.1 herein], *Statute No. 5, Academic Council Regulations* and Academic Council’s Statement of Purpose [see s.4 herein].

Academic Council has six scheduled meetings per year, usually held on Wednesday afternoons commencing 1.30pm.

SECTION 1. MURDOCH UNIVERSITY ACT 1973

The *Murdoch University Act 1973*, section 21(4) states that: “the functions of the Academic Council shall include:

- (a) the discussion and submission to the Senate of opinions and recommendations on academic policy, academic development, the admission of students, instruction, studies and examinations, research, the admission to degrees, the discipline of the University and any other matters which in the opinion of the Academic Council are relevant to the objects of this Act;
- (b) the furnishing to the Senate of reports on all matters referred to it by the Senate for consideration; and
- (c) such other acts or matters as may be conferred or imposed by Statute, and the Academic Council shall have all such powers as may be necessary to discharge its functions.”

SECTION 2. STATUTE NO. 5 – ACADEMIC COUNCIL

This Statement of Governance Principles should be read in conjunction with [Statute No. 5 - Academic Council](#).

SECTION 3. ACADEMIC COUNCIL REGULATIONS

This Statement of Governance Principles should be read in conjunction with [Academic Council Regulations](#).

SECTION 4. ACADEMIC COUNCIL STATEMENT OF PURPOSE

Following a joint Senate/Academic Council review in late 2002, the following Statement of Purpose was adopted [S/95/2002]:

- (a) To discharge its statutory responsibilities under *Murdoch University Act 1973* and any other relevant legislation.
- (b) To provide a forum for staff and student debate, acting as the collegial voice. Academic Council should be the main locus of opinion of the University community on all academic matters affecting the University.
- (c) To give effect to those aspects within the University’s strategic plan, as approved by Senate, that fall within its jurisdiction.
- (d) To decide academic policy matters, including setting academic planning priorities and ensuring the quality of academic activities.
- (e) To advise the Senate and the Vice Chancellor on budgetary priorities in the formulation of the annual University budget.
- (f) To advise the Senate and the Vice Chancellor (as appropriate) on the academic staffing policies of the University.
- (g) To consider any matter referred to the Academic Council by the Senate or the Vice Chancellor.

SECTION 5. THE SENATE AND THE PRESIDENT OF ACADEMIC COUNCIL

- 5.1** The President of Academic Council is an ex officio member of the Senate of Murdoch University [Murdoch University Act 1973, s.12(1)(i)].
- 5.2** Academic Council meeting Minutes are included in Senate meeting papers, and the President of Academic Council may speak to those Minutes as requested, and respond to questions arising from them at Senate. A digest of the Academic Council meeting Minutes is also included in the Senate meeting papers to highlight items of particular interest to Senate members.

SECTION 6. MEETINGS OF ACADEMIC COUNCIL

6.1 Frequency

There are six scheduled meetings of Academic Council per year, usually held on Wednesday afternoons commencing 1.30pm.

6.2 Agenda

6.2.1 Agenda deadline

The agenda deadline is ten days prior to the meeting date, although members are requested to submit items earlier than this if possible.

6.2.2 Agendas

About three weeks before each meeting, members are emailed to ask if they have any items or questions [see questions on notice] that they would like on the agenda. Please feel free to discuss this with the Secretary of Council if you are uncertain whether or not to raise something, or how to do so. If you would like to include an item on an agenda, you will need to supply a clear outline of what you want discussed. Sometimes you will be asked to also provide a short position paper to facilitate the discussion at Council.

The Council agenda is available electronically on the Wednesday or Thursday preceding the meeting. The electronic agenda and attachments are published at the following website:

<http://our.murdoch.edu.au/Committees/Academic-Council/Agendas-and-minutes/>

Where unavoidable, additional information may be circulated in a Supplementary Agenda.

The agenda is not confidential and is available to all Murdoch University staff members: you are entitled to consult members of the Murdoch Community and seek whatever advice or information you want in preparing for the meeting. For this reason it is advisable to read the agenda well in advance of the actual meeting. If there are ever any confidential items these will be clearly highlighted.

The agenda is in the following parts:

- Confirmation of the minutes of the last meeting.
- Part A: Items for discussion and/or decision.
- Part B: Items for decision en bloc (including acceptance of any recommendations shown), unless any member requests that an item be reserved for discussion.
- Part C: Items for noting (taken en bloc unless any member requests that an item be reserved for discussion).

Items are listed in Part B because the recommendation is thought to be non-controversial. Items are listed in Part C because they are for information only. Given the large amount of business which Council is required to transact, it is necessary to have most of the agenda in Parts B and C.

There is no such item as “other business”: any matter to be discussed must have three days’ notice (this is a requirement in the Standing Orders). Where less than three days’ notice has been given, Council can consider other business only by agreement of an absolute majority of members.

Regular business includes reports on research grants; recommendations on the award of degrees and diplomas; reports on major decisions taken by sub-committees and consideration of recommendations for changes to regulations, policy or procedures.

6.2.3 Further information

If you would like further information concerning any item on the agenda, you are encouraged to obtain this in advance of the meeting (rather than hold up the meeting by straightforward requests for information). You can obtain this either from the body originating the agenda item, or from the Secretary of Council

6.2.4 Council briefing session

You are encouraged to attend the Council briefings, which are held on the Monday prior to the Council meeting. The briefing is designed as an open forum for members, and to answer any questions about items on the agenda, so that you can be fully informed and contribute to debate. These are held from 12.30 – 1.30 pm and are informal. Feel free to bring your lunch.

6.2.5 Motions and resolutions

After you receive the agenda, if you want to foreshadow a motion and resolution or suggest drafting changes, it is useful to advise the Secretary so that any drafting can be prepared before the meeting and, if appropriate, included with a supplementary agenda to be tabled at the meeting. The objective is to aim for more efficient meetings.

The Secretary and the President are happy to advise you on the drafting of any motion you are preparing.

6.2.6 Apologies

If you are unable to attend a meeting of Council, you should advise the Secretary beforehand. If you are an ex officio member, you can nominate another person to attend in your place. (Elected members cannot send anyone else in their place). There is no provision for proxy voting (i.e. you cannot have another member of Council vote on your behalf as well as exercising their own vote). If you are absent from three consecutive meetings without the leave of the Council your position will become vacant.

6.3 Meeting Procedures

Members may sit anywhere they like at the Council table, other than at the top end of the table nearest the entrance, where the President, Secretary and Vice Chancellor sit. Those persons with rights of attendance and observers are requested to sit on the chairs at the side of the room.

6.3.1 Quorum

A quorum of ten members must be present before the meeting can start.

The meeting commences with recording of any apologies, plus approving the minutes of the last meeting. It then discusses the major issues for the meeting, which constitute Part A.

6.3.2 Part A

Part A includes a report by the Vice Chancellor. The written report is usually supplemented with an oral report on more recent or sensitive matters. Following this, members may ask questions or make comments.

6.3.3 Questions on notice

Members of Council are also encouraged to put questions to the Vice Chancellor, Deputy Vice Chancellors, and the President and Education Vice President of the Guild of Students. In order to manage the agenda and allow provision of detailed answers, these questions should be provided on notice.

6.3.4 Conduct at meetings

If you would like to speak, you should first attract the attention of the President (usually by raising your hand) and wait for acknowledgement that it is OK for you to speak. This procedure allows the President to ensure that several members don't speak at once, and that everyone who wants to speak gets their turn.

You do not have to stand to speak; you should remain seated.

Council meetings normally do not follow strict rules of debate (e.g. speakers alternating between those for and against the motion, no member being allowed to speak more than twice during a debate), unless the debate is complex or highly controversial, in which case the President may switch to a more formal debate. The President exercises

a considerable amount of discretion in running the meeting, so as to facilitate resolution of issues.

Often Council reaches agreement on a matter without having a formal motion moved and voted on: the President may simply summarise the mood of the meeting (e.g. “I take it that we are agreeing to...”) and, unless anyone objects, the matter is passed and the meeting will move on to the next item.

The President may request a member to move a motion, in order to focus debate. Every motion must be seconded by another member, except for motions moved by the President.

Often the Secretary, or the mover of the motion, will be asked to read it to the Committee prior to it being voted on.

An amendment to a motion must be voted on before the motion itself. Sometimes it may not be necessary to proceed with an amendment, if the mover and seconder are prepared to modify their motion accordingly. If the amendment is the opposite of the intent of the motion, then it should instead be a foreshadowed motion, which is voted on only after the original motion has been considered.

When a motion is put, you can vote for or against, or abstain. If you strongly disagree with the motion, you can ask that your dissent be recorded in the minutes.

Sometimes the drafting of a motion is left to the Secretary and/or the President to finalise after the meeting, once it is clear what the intent of the meeting is.

Academic Council tries to get through the business of the meeting by about 3.30pm. However, Council can sometimes go to later if there is a lot of debate.

If you have any problems with the way Council is working, please feel free to raise your concerns with the President or the Secretary.

The Standing Orders for Academic Council and Subordinate Bodies [see s.7 herein], which govern meeting procedures, are accessible at the following website:

<http://www.murdoch.edu.au/Legislation/>

It is worth familiarising yourself with them before your first meeting.

6.4 Minutes

- 6.4.1 A staff announcement advises when the full minutes are available. The minutes are normally published on the web during the week after the meeting, at the following website:

<http://our.murdoch.edu.au/Committees/Academic-Council/Agendas-and-minutes/>

- 6.4.2 The minutes will be attached to the electronic version of the following agenda.

- 6.4.3 Minutes are not transcripts or verbatim records, and normally individuals are not identified (though sometimes the background of the speaker – e.g. “a student member”, “the Dean of...” – is indicated where this is significant).
- 6.4.4 Not all matters agreed upon at a meeting are recorded in the minutes as resolutions. Where it is a matter that does not require a resolution and a motion has not been moved, then often it will be recorded in the text of the minutes instead. Conversely, many resolutions do not record motions moved at the meeting: they instead are matters upon which agreement was reached, and on which a formal resolution is needed in order to recommend to Senate, satisfy legal requirements, or formally to approve or amend a policy.
- 6.4.5 Where pertinent information comes to light after the meeting, or clarification has been sought, this new information may be included in the minutes by way of a Secretary’s Note.
- 6.4.6 The minutes are available to all Murdoch University staff and student members of Academic Council.
- 6.4.7 If you believe the minutes are inaccurate, please discuss your concerns with the Secretary: often there will be a simple explanation, but if the minutes do need correcting, a proposed amendment will be drafted and incorporated in the agenda for the next meeting.
- 6.4.8 The Resolutions of Academic Council can be searched at:
<https://webapps7.murdoch.edu.au/pls/apex/f?p=2102:12:13785850317143::NO>

SECTION 7. STANDING ORDERS FOR ACADEMIC COUNCIL AND SUBORDINATE BODIES

These Standing Orders apply to Council, its Committees, College Boards and College committees.

7.1 Holding Of Meetings

- 7.1.1 Each year Academic Council shall determine a schedule of its meetings for the following year and arrange for these to be published on the web. All subordinate bodies are expected to set a schedule of meeting dates for the coming year, either at the first meeting of the year or towards the end of the preceding year.
- 7.1.2 The minutes of each meeting shall include the date of the next meeting, unless this has not yet been set.
- 7.1.3 Any meeting may be cancelled by the Chair if there is insufficient business. However, where cancellation would result in a Board or Committee not satisfying a statutory or regulatory requirement to meet within a certain period, an invitation to submit agenda items must be issued to members before a decision on cancellation is taken.

- 7.1.4 In addition to the scheduled meetings, a special meeting may be convened at any time by the Chair or the Vice Chancellor, or by a written request from at least three members outlining the proposed business of the meeting. If it has been requested by members, the meeting must be held within fourteen days [*Statute No. 5, s.5(3)*].
- 7.1.5 All members shall be given three working days written notice of a meeting and of its business, with notice dispatched in time to be received by members at least three working days prior to the meeting. Shorter notice is permitted only where there is urgent business which must be transacted in a shorter period. Notice of meetings shall normally be given by circulation of an agenda, without requiring a separate notice in advance. Additional information about an item already on the agenda may be circulated with a supplementary agenda or be tabled at the meeting, so long as three days' notice has been given of the nature of the item [see s.11 re consideration of items with less notice].
- 7.1.6 Members wishing to place an item on the agenda shall provide the Secretary with written notice at least seven days prior to the meeting. The Chair may exercise discretion as to whether or not to include it in the agenda. If any three members of Council request that an item be placed on the agenda, it shall be included.
- 7.1.7 The quorum for Academic Council is ten members [*Statute No. 5, s.5(1)*]. The quorum for all other subsidiary bodies is set out in the Terms of Reference of each of the committees. The exception to this is that the quorum for College Boards is five members or one third of the membership, whichever is greater. Staff who are on a Research Studies Program are not to be included in the calculation of a quorum.
- 7.1.8 Members serving ex officio may appoint someone to serve in their place [*Statute No. 8, s.5(d)*], but elected members and others cannot do so. Members cannot assign their voting rights to another member as a proxy; no member can exercise more than one deliberative vote. When an appointed member of a Board or committee will be absent for six months or longer, the appointing body may appoint a replacement member for that period.
- 7.1.9 For Council committees, the positions of members of committees appointed by Council, and elected student members of Council committees, who are absent from three consecutive meetings without leave of that committee, shall become vacant.
- 7.1.10 Any member unable to attend a meeting may record her or his apology by advising the Secretary or Chair prior to the meeting.
- 7.1.11 Where a member anticipates being absent for two or more consecutive meetings, he or she should apply to Academic Council for leave of absence. Leave of absence may be granted only by resolution of Academic Council. Academic Council may grant leave of absence for reasons such as travel commitments, illness, bereavement (or similar compassionate grounds), or for any other reason Academic Council considers appropriate.

7.1.12 Where the President of Academic Council decides a meeting of Academic Council is not feasible or is not warranted due to lack of sufficient business, or decides that a matter is urgent and requires determination before the next meeting, he or she may authorise a matter to be determined by circulation. Any decision made by this means has the full authority of an Academic Council decision. The following procedural requirements apply:

- (a) The item will be circulated by email.
- (b) The proposal must contain adequate background information to explain the matter; an explicit recommendation on which all members are asked to vote; the name of the person or body making the recommendation; and a deadline for voting which is at least three working days. Members must be given the options of declaring an interest, voting yes or no, or suggesting an amendment or alternative, or requesting that the matter be considered at a meeting.
- (c) Voting can be by email, letter or fax.
- (d) The majority needed for a decision is a majority of all members, i.e. an absolute majority.
- (e) Non-respondents are not counted; it is not permissible to treat silence as a vote for or against the proposal.
- (f) If an absolute majority vote in favour of the proposal prior to the deadline, then that can be taken as a decision and actioned then, rather than having to wait for the deadline.
- (g) If five members request that a meeting be held to decide the matter, then the item shall be held over to the next meeting or a special meeting convened.
- (h) If a member suggests a substantive amendment or alternative to the recommendation, the revised recommendation will be determined by an additional circulation.
- (i) The decision shall appear as an information item in the agenda of the next meeting ["Decisions taken by Circulation"], and be included as part of the minutes of that meeting, with a resolution number and the date the decision took effect.

7.1.13 In exceptional circumstances, and with the consent of the President, a member may participate in the meeting by teleconference, videoconference or other electronic means. Any such participation shall be indicated in the minutes. Subject to the prior consent of two thirds of the members, a meeting may be held entirely by any of these means, provided all participating members are capable of communicating with each other instantaneously at all times during the proceedings.

7.2 Conduct Of Business

- 7.2.1 The Deputy President of Academic Council is elected for a one year term [*Statute No. 5, s.4*]. Each other committee shall elect or appoint a Deputy Chair as set out in the Terms of Reference of each of the committees.
- 7.2.2 In the absence of the Chair, the Deputy Chair shall chair the meeting. If both are absent, the meeting shall elect a Chair for that meeting [*Statute No. 5, s.4*].
- 7.2.3 The meeting shall not consider any items of business of which three working days' notice has not been given, unless an absolute majority of the members agree.
- 7.2.4 The order of business outlined in the agenda may be altered by the agreement of a majority of members present.
- 7.2.5 Where an item of business is of a confidential nature, the meeting may move to discuss this in camera. If the meeting wishes to resolve upon a matter which was discussed in camera, it should first resolve to resume from camera and then resolve upon the matter. The minutes shall not record the discussion in camera.
- 7.2.6 A special meeting shall consider only the business specified in the agenda or notice of meeting, unless an absolute majority of members agree to consider another item or items.
- 7.2.7 A meeting may adjourn any business to a future meeting. An adjourned meeting shall consider only the uncompleted business of that meeting, unless an absolute majority of members agree to consider another item or items.
- 7.2.8 Except where these Standing Orders require an absolute majority (i.e. 50 per cent (50%) of the total membership at that time, whether or not all members are present), all decisions require only a simple majority (i.e. a majority of those present and voting).

7.3 Rules Of Debate

- 7.3.1 The Chair exercises a considerable amount of discretion in running the meeting. The meeting is not required to follow strict rules of debate unless the meeting so resolves or the Chair so rules.
- 7.3.2 The Chair shall call speakers in the order which their intention to speak was noticed by the Chair, except that:
 - (a) precedence shall be given to the Vice Chancellor or any person acting in that position, if he or she so wishes;
 - (b) the Chair may call speakers in a different order if the Chair believes that this would facilitate resolution of the business before the meeting;
 - (c) members raising points of order, points of explanation or points of clarification take precedence over substantive debate.

- 7.3.3 Where a member is outlining a point of order, explanation or of clarification, the Chair may instruct the member to discontinue speaking if the Chair believes that the point is not valid or that sufficient explanation has been given.
- 7.3.4 A motion or amendment may be moved by any member, including the Chair. Except for motions or amendments moved by the Chair, every motion must be seconded by another member; any motion or amendment not seconded shall not be discussed further.
- 7.3.5 A motion may be amended or withdrawn by the mover. If the seconder does not agree to such an amendment of the motion, the amended motion must find another seconder if it is to be considered by the meeting.
- 7.3.6 An amendment to a motion must be voted on before the motion itself. Sometimes it may not be necessary to proceed with an amendment, if the mover and seconder are prepared to modify their motion accordingly. If the amendment negates the intent of the motion, then it should instead be a foreshadowed motion, which is voted on only after the original motion has been considered. If all amendments are defeated or withdrawn, the question shall be put as originally proposed.
- 7.3.7 At the discretion of the Chair, a “straw vote” may be conducted to test the feeling of the meeting, but such vote shall have no formal standing.
- 7.3.8 The Chair may rule that the meeting or a part of it follow strict rules of debate, or the meeting may so resolve. In such cases the meeting shall then follow these additional procedures:
- (a) a matter shall not be discussed unless there is a motion which has been moved and seconded;
 - (b) speakers shall alternate between those for and against the motion;
 - (c) no member shall speak twice during a debate;
 - (d) a procedural motion cannot be moved by a member who has already spoken on the matter under debate;
 - (e) the mover of the motion is entitled to a right of reply before the motion is put to a vote.
- 7.3.9 Any procedural motions, if seconded, shall be put to a vote immediately without amendment or debate, unless the Chair declines to accept the motion. The motions are:
- That debate on this item be limited to a further x minutes.
 - That the question be put (*i.e. that the motion or amendment be put to an immediate vote*).
 - That the speaker be no longer heard (*i.e. that the member then speaking not be allowed to continue*).
 - That the meeting proceed to the next item of business (*i.e. that no further discussion or vote take place on the current item*).

- That the motion lie on the table (*i.e. not be considered further at this meeting*).
 - That the debate on this item be adjourned (*i.e. to another date or indefinitely*).
 - That the meeting do now adjourn (*i.e. that the meeting finish and any unfinished business be postponed until an adjourned meeting*).
- 7.3.10 Each resolution shall be decided on the voices or by a show of hands, unless the meeting resolves to conduct a ballot. Each member (including the Chair) shall have one deliberative vote. Where there are an equal number of votes recorded for and against, the Chair shall have the casting vote [*Statute No. 5, s.5(2)*]. Any member who voted against or who abstained from voting on a motion which was passed by the meeting, may require that this be recorded in the Minutes.
- 7.3.11 No resolution may be rescinded or substantially amended within six months except by the agreement of an absolute majority of members, unless a higher body has referred the resolution back for reconsideration. A meeting shall not rescind a motion carried at an earlier stage of that meeting.
- 7.3.12 Any of these Standing Orders concerning rules of debate may be suspended for the time being if a motion to that effect is carried by a majority of members present. Should questions which are not dealt with in these Standing Orders arise at any meeting, the decision of the Chair shall be final.
- 7.3.13 A member can move dissent from a ruling of the Chair on whether or not to allow a motion or from a ruling not covered by Standing Orders, but not on matters of procedure or points of order. If such a motion is moved, the Chair shall vacate the chair while the motion is under consideration. The mover and the Chair shall have the opportunity to speak, after which the motion shall be put to the vote.

7.4 Observers

Members of the University are entitled to attend as non-participating observers, provided they advise the Secretary in advance and space is available. However, the meeting may resolve to exclude any or all observers for the discussion of particular items of business. The meeting may, at its discretion, invite an observer to participate in the discussion.

7.5 Right Of Attendance

- 7.5.1 The President of Academic Council may attend any meeting of an Academic Council committee or working party and will be afforded full speaking rights.
- 7.5.2 Academic Council and each of its committees and working parties may decide who may attend and whether or not to afford these attendees speaking rights.

7.6 Subcommittees

A subordinate committee of Academic Council may establish a subcommittee or working group to deal with aspects of the matters for which it holds responsibility. Where such subcommittee or group is established, the subordinate committee will determine terms of reference and membership.

SECTION 8. SUBORDINATE COMMITTEES OF ACADEMIC COUNCIL

Council deliberations are assisted by a number of subordinate committees:

- (a) Equity and Diversity Committee (subordinate committee of Academic Council, reporting to Academic Council and Senate)
 - a. Disability Advisory Committee
 - b. LGBTIQ+ Advisory Committee
 - c. Gender Equity Monitoring and Management Committee
- (b) Research Committee
 - a. Research Degrees and Scholarships Committee
- (c) University Education Committee
 - a. Aboriginal and Torres Strait Islander Education and Strategy Committee
 - b. Academic Courses and Admissions Committee
 - i. Curriculum Advisory Group
 - ii. English Language Equivalence Assessment Expert Group
 - c. Academic Quality Committee
 - i. Professional Learning Committee
 - ii. Academic Boards (Third Party)
 - d. Educational Policy Review Committee.
 - e. Student Wellbeing Committee

If at Academic Council issues are raised that fall within the responsibilities of a subordinate committee, normally Council would refer the matter to the Committee for advice before reaching a decision.

The terms of reference and constitution of these committees are as follows:

8.1 Equity And Diversity Committee

The Equity and Diversity Committee (EqDC) is a subordinate committee of Academic Council and reports to Academic Council and Senate.

8.1.1 Terms of Reference:

1. To initiate, coordinate and support institutional conversations and decision-making relating to equity and diversity matters for students and staff.
2. To facilitate, oversee and monitor equity and diversity issues and targets in relation to Murdoch University's strategic and operational plans and in the context of legislative and regulatory requirements.
3. To promote and advocate for equity and diversity within the University community.
4. To monitor the progress of implementing the Reconciliation Action Plan (RAP) in coordination with the Aboriginal and Torres Strait Islander Education and Strategy Committee.
5. To provide advice and recommendations to Academic Council, Senate and other University bodies on matters relating to equity and diversity.
6. To submit an annual report to Academic Council and Senate.

8.1.2 Membership:

- (a) Chair, to be appointed by the Vice Chancellor;
- (b) Deputy Vice Chancellor Research and Innovation or nominee;
- (c) Senior Executive Group representative, recommended by the Provost and appointed by the Chair;
- (d) People and Culture staff member with responsibility for equity and diversity;
- (e) Two elected members of Academic Council, preferably 1 x ABLSS representative and 1 x SHEE representative, appointed by the President of Academic Council;
- (f) Associate Director Strategy, Quality and Analytics or nominee;
- (g) Senior Manager of Aboriginal Education or nominee;
- (h) College Pro Vice Chancellors or nominee;
- (i) Chair of the Aboriginal and Torres Strait Islander Education and Strategy Committee (ATSIESC) or nominee;
- (j) Senior Manager Access, Wellbeing and Equity or nominee;
- (k) One student representative (position normally from Academic Council, appointed by the Chair in consultation with the President of Academic Council);
- (l) Equity and Diversity Committee subcommittee Chairs (unless holding *ex officio* positions); and
- (m) Up to three co-opted members.

A Deputy Chair shall be elected annually by a majority vote of members.

8.1.3 Terms of office:

The terms of appointed members shall be for three years, and co-opted members shall be for one year.

8.1.4 Meetings:

Approximately four times per year.

8.1.5 Quorum:

Fifty percent (50%) of the membership plus one.

8.1.6 Standing observers:

There are no standing observers. The EqDC may invite non-members to take part in discussions and provide advice.

8.2 Disability Advisory Committee (DAC)

The Disability Advisory Committee (DAC) is a subordinate committee of the Equity and Diversity Committee.

8.2.1 Terms of Reference:

1. To support institutional conversations and decision-making relating to disability matters for all students, staff and others.
2. To promote and advocate for access and equity for all students, staff and other groups with disability.
3. To facilitate and monitor progress and actions of the University's Disability, Access and Inclusion Plan (DAIP).
4. To provide advice and recommendations to the Equity and Diversity Committee and other University bodies on matters relating to disability.
5. To submit an annual report to the Equity and Diversity Committee.

8.2.2 Membership:

- (a) Chair, to be appointed by the Chair of Equity and Diversity Committee;
- (b) Senior Manager Access, Wellbeing and Equity or nominee;
- (c) Director, People and Culture or nominee;
- (d) Up to two (2) Student Guild Disability Representatives or nominees;
- (e) Director Property, Development and Commercial Services or nominee;
- (f) Pro Vice Chancellor (Education) or nominee;
- (g) Team Leader Student Disability

- (h) Up to two Professional Staff representatives appointed by the Chair;
- (i) Up to two Academic Staff representatives appointed by the Chair;
- (j) Director Information Technology Services or nominee;
- (k) Manager TNE or nominee;
- (l) Digital Learning Environments; and
- (m) Up to three co-opted members.

The Deputy Chair is to be advised.

8.2.3 Terms of office:

The terms of appointed members shall be for three years, and co-opted members shall be for one year.

8.2.4 Meetings:

Approximately four times per year.

8.2.5 Quorum:

Fifty percent (50%) of the membership plus one.

8.2.6 Standing observers:

There are no standing observers. The DAC may invite non-members to take part in discussions and provide advice.

8.3 LGBTIQA+ Advisory Committee

The LGBTIQA+ Advisory Committee is a subordinate committee of the Equity and Diversity Committee.

8.3.1 Terms of Reference:

1. To support and promote institutional conversations relating to LGBTIQA+ matters and advocate for equity and inclusion for all students and staff from an LGBTIQA+ background.
2. To support and monitor initiatives and actions associated with the Ally program.
3. To provide advice and recommendations to the Equity and Diversity Committee and other University bodies on matters relating to the LGBTIQA+ community.
4. To submit an annual report to the Equity and Diversity Committee.

8.3.2 Membership:

- (a) Chair to be appointed by Chair of Equity & Diversity Committee
- (b) Senior Manager of Aboriginal Education or nominee

- (c) Director, People & Culture or nominee
- (d) Student Guild Queer Representative
- (e) Equity Projects Coordinator
- (f) Senior Manager Access, Wellbeing and Equity or nominee
- (g) Manager, Student Success or nominee
- (h) Professional Staff Representative appointed by the Chair
- (i) Academic Staff Representative appointed by the Chair
- (j) Up to three co-opted members.

The Deputy Chair is to be advised.

8.3.3 Terms of Office:

The terms of appointed members shall be for three years, and co-opted members shall be for one year.

8.3.4 Meetings:

Meetings will be held approximately four times per year.

8.3.5 Quorum:

Fifty percent (50%) of the membership plus one.

8.3.6 Standing Observers:

There are no standing observers. The LGBTIQA+ Advisory Committee may invite non-members to take part in discussions and provide advice.

8.4 Gender Equity Monitoring and Management Committee (GEMM)

The Murdoch University Gender Equity Monitoring and Management (GEMM) Committee is a subordinate committee of the University Equity and Diversity Committee.

8.4.1 Terms of Reference

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| <ol style="list-style-type: none"> 1. To report to the Equity & Diversity Committee, and provide advice and recommendations relating to gender equity to the Equity and Diversity Committee, Senior Executive Group and any other relevant University committees and bodies, as appropriate. 2. To monitor progress, evaluate impact and use learnings to adapt actions and identify priorities as required to ensure continuous improvement in relation to gender equity initiatives. 3. To engage with relevant committees and University bodies where actions intersect, and where necessary, establish working parties to ensure a consistent and cohesive approach |
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to equity matters.

4. To facilitate and drive the implementation of the 4 year Athena SWAN Action Plan and related gender equity initiatives.
5. To manage budget allocations and resourcing to determine the priorities of projects under and relating to the Athena SWAN Action Plan.
6. To support preparation for subsequent Athena SWAN Bronze submissions (Departmental / Renewal) and/or Silver accreditation (Institutional and/or Departmental).

8.4.2 Membership

- a) Two Co-Chairs to be appointed by the Chair of the Equity and Diversity Committee
- b) Senior Executive Group member
- c) Pro Vice Chancellor Research and Innovation
- d) Dean Academic Operations, ABLSS
- e) Dean Academic Operations, SHEE
- f) Senior Manager of Access, Wellbeing and Equity
- g) Senior HR Advisor (Equity & Diversity)
- h) Equity & Diversity Projects Coordinator
- i) Up to three Co-Opted Members

8.4.3 Terms of Office

The terms of appointed members shall be for three years, and co-opted members shall be for up to one year.

8.4.4 Meetings

Bimonthly for the first 12 months and then quarterly thereafter.

8.4.5 Quorum

Fifty percent (50%) of the membership plus one

8.4.6 Standing Observers

There are no standing observers. The GEMM may invite non-members to take part in discussions and provide advice.

8.5 Research Committee

The Research Committee is a subordinate committee of Academic Council. It is responsible for research strategy and priorities and assuring the appropriateness and quality of the research environment.

8.5.1 Principles and Terms of Reference:

1. Principle: Research strategy, targets and metrics.
 - 1.1 Consider and make recommendations to Academic Council on policy matters relating to research.
 - 1.2 To ensure that the University's vision for research, and the milestones for achieving this vision, are sufficiently clear to all academic and research staff.
2. Research initiatives and strategic funding.
 - 2.1 To ensure that opportunities for funding are pursued and communicated effectively and efficiently to all academic and research staff.
3. Research quality.
 - 3.1 To monitor structures, schemes and programmes designed at assuring and improving research quality.
4. Strategic research collaborations.
 - 4.1 To oversee and prioritise opportunities for collaboration and to ensure that relevant College Deans and Institute/Centre Directors are aware of these developments.
5. Research infrastructure.
 - 5.1 To maintain a register of the University's research estate and undertake planning for depreciation and new acquisitions.
6. Talent recruitment.
 - 6.1 To ensure that competitive new appointments at all levels are attracted to the University.
7. Research training and enhancement policy.
 - 7.1 To ensure that the skills of HDR students, early- and mid-career researchers is designed in such a way as to enhance career development and improve overall research outcomes.
8. Industry engagement/commercialisation of intellectual property.
 - 8.1 To oversee the entire value chain of knowledge transfer and commercialisation opportunities.
9. Cross-College research collaboration.
 - 9.1 In keeping with the University's research priorities, to ensure that there are structures, schemes and incentives to encourage and reward interdisciplinary research.
10. Research integrity and regulatory compliance.

10.1	To monitor internal developments and external requirements which may affect the University's liability and/or reputation.
11.	Research Communication.
11.1	To ensure the timely and accurate dissemination of research achievements to all stakeholders.

8.5.2 Membership:

- (a) Deputy Vice Chancellor Research and Innovation [Chair];
- (b) Pro Vice Chancellor Research and Innovation [Deputy Chair];
- (c) College Deans Research;
- (d) Two elected members of Academic Council appointed by the President of Academic Council;
- (e) All Murdoch Research Institute Directors;
- (f) One Director of a Research Centre appointed by the Deputy Vice Chancellor Research and Innovation;
- (g) One early career researcher, appointed by the Deputy Vice Chancellor Research and Innovation;
- (h) Dean of Graduate Studies;
- (i) President of the Murdoch University Postgraduate Students Association or nominee;
- (j) A current PhD student nominated by the Murdoch University Postgraduate Students Association; and
- (k) Up to three co-opted persons.

8.5.3 Terms of office:

Appointed and elected staff members will hold office for terms up to two years. The student member will hold office for a calendar year.

8.5.4 Standing observers:

There are no standing observers. The Committee may invite non-members to take part in discussion and provide advice from time to time.

8.5.5 Secretary:

A secretary shall be appointed through the University Secretary's Office.

8.5.6 Meetings:

At least four meetings are held per year.

8.5.7 Quorum:

One third of the members or, if that is a fraction, the next highest whole number.

8.6 Research Degrees And Scholarships Committee

The Research Degrees and Scholarships Committee (RDSC) is a subordinate committee of the Research Committee. It has oversight of Graduate Research Degree matters.

8.6.1 Terms of Reference:

The Committee has the power, under authority delegated by Academic Council:

- (a) To recommend to Academic Council on policy regarding admissions and candidature for graduate research degrees.
- (b) To recommend to Academic Courses and Admissions Committee on proposals for new or amendments to graduate research degrees.
- (c) To recommend to Academic Council on amendments to the graduate research degree regulations.
- (d) To approve Programmes of Study for Confirmation of Candidature.
- (e) To consider the reports of examiners and make recommendations to Academic Council for the award of degrees.
- (f) To allocate Australian Postgraduate Awards (APA), Murdoch University Research Studentships (Domestic and International), International Postgraduate Research Scholarships (IPRS) and other graduate research degree scholarships awarded by the University.
- (g) To make recommendations to Academic Council on policy and procedural issues affecting graduate research degree students.
- (h) To review and evaluate the procedures and outcomes of admissions, award of graduate research degree scholarships, candidature, progress and award of degrees to ensure that procedures and outcomes meet the objectives of the University.
- (i) To undertake such other tasks as may be referred to it by Academic Council or Research Committee.

8.6.2 Membership:

- (a) Dean of Graduate Studies [Chair];
- (b) Graduate Research Directors or equivalent role from each Discipline Group appointed by the Chair on recommendation of the College Deans Research; and

- (c) One graduate research degree student, appointed by the RDSC on the nomination of the Dean of Graduate Studies in consultation with the Murdoch University Postgraduate Student Association (MUPSA).

8.6.3 Terms of office:

The terms of the members shall be for a period of three years. The graduate research student representative shall be appointed for one calendar year.

8.6.4 Standing observers:

There are no standing observers. The Committee may invite non-members to take part in discussion and provide advice from time to time.

8.6.5 Executive Officer:

The Manager Graduate Research shall serve as Executive Officer to the Committee (speaking rights only).

8.6.6 Meetings:

Approximately eight meetings are held per calendar year.

8.6.7 Quorum:

One third of the members or, if that is a fraction, the next higher whole number.

8.7 University Education Committee

The University Education Committee (UEC) is a subordinate committee of Academic Council. The UEC will provide a platform for overseeing all education related matters with the ability to consider perspectives from its subordinate committees. UEC Terms of Reference and reports will align to the Education Key Performance Indicators (KPIs) to both Academic Council and Senate.

8.7.1 Terms of Reference:

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| <ol style="list-style-type: none">1. Drive the creation and delivery of innovative, inclusive and challenging curriculum, including pedagogy.2. Ensure that all graduates develop, through the curriculum, skills, qualities and knowledge that enable their integration into society and the global workplace.

Ensure that all graduates develop, through the curriculum, skills, qualities and knowledge that empower them to become critical and engaged citizens.3. Ensure that all students in all locations have access to an equivalent learning experience using the highest quality learning facilities, and are supported by skilled and committed academic and professional staff.4. Oversee and develop strategies relating to the wider student experience. |
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5. Oversee academic quality assurance initiatives for all taught courses, both onshore and, in conjunction with the Deputy Vice Chancellor International, offshore, to maintain and strengthen the quality and integrity of all courses.
6. Promote high quality teaching, educational innovation, and the reward and recognition of learning and teaching activities.
7. Support the development of pathways to entry to higher education that are available to all, including groups currently underrepresented in the higher-education section.
8. Drive the realisation of the University as a technology enhanced university for learners and teachers.
9. Provide strategic recommendations for learning and teaching physical infrastructure.
10. Provide advice and recommendations to Academic Council and other University bodies on all matters relating to education, including education related policies, which may be on the basis of subordinate committee recommendations.
11. Report on Education KPIs to Academic Council and Senate.

8.7.2 Membership:

- (a) Provost or nominee [Chair]
- (b) Pro Vice Chancellor Education [Deputy Chair];
- (c) President of Academic Council
- (d) Pro Vice Chancellor International or nominee;
- (e) College Deans Academic Operations;
- (f) College Deans International;
- (g) College Deans Learning and Teaching;
- (h) Director Academic Quality Curriculum Management and Policy or nominee;
- (i) Director Aboriginal Education, Equity and Inclusion or equivalent role or nominee;
- (j) Director Library and Knowledge Management Services or nominee;
- (k) Director Student Management or nominee;
- (l) Director Information Technology Services or nominee;
- (m) Associate Director Strategy, Quality and Analytics or nominee;
- (n) Manager Kulbardi Aboriginal Centre or equivalent or nominee;
- (o) Transnational Education Representative

- (p) University Education Committee subordinate committee Chairs (unless holding other ex officio positions) including the Chair of the Student Appeals Committee;

Fixed term for two years:

- (q) Four elected Academic Council representatives from among the 18 Academic Staff members elected from the two Colleges to be appointed by the Chair on the recommendation of the President of Academic Council;
- (r) Two student representatives (positions normally from Academic Council, appointed by the Chair in consultation with the President of Academic Council); and
- (s) Up to three co-opted members

The Pro Vice Chancellor Education is the Deputy Chair.

8.7.3 Terms of office:

The terms of the appointed members shall be for three years and for co-opted members shall be for one year.

8.7.4 Standing observers:

There are no standing observers. The Committee may invited non-members to take part in discussion and provide advice from time to time.

8.7.5 Secretary:

A secretary shall be appointed through the University Secretary's Office.

8.7.6 Meetings:

Approximately six meetings are held per year.

8.7.7 Quorum:

Fifty per cent (50%) of the membership plus one.

8.8 Aboriginal And Torres Strait Islander Education And Strategy Committee

The Aboriginal and Torres Strait Islander Education and Strategy Committee (ATSIESC) is a subordinate committee of the University Education Committee.

8.8.1 Terms of reference:

1. To develop and communicate clear strategies and accountable governance and management structures to drive the development and implementation of the Indigenous Education Strategy.
2. To improve the performance of Murdoch University key indicators of Aboriginal and Torres Strait Islander educational outcomes including: access, participation, retention, completion and success.
3. To ensure the development of principles and processes that guide the inclusion of Aboriginal and Torres Strait Islander

knowledges, histories, perspectives and contexts across the University's course offerings.

4. To ensure opportunities are provided for the Murdoch community to gain inclusive perspectives, ensuring Aboriginal and Torres Strait Islander ways of being, knowing and doing: rights and cultural protocols are respected.
5. To advise on and develop strategies that increase the enrolments of Aboriginal and Torres Strait Islander students at Murdoch University.
6. To advise on the development of innovative strategies and alternative pathways that enable Aboriginal and Torres Strait Islander students to enter University.
7. To ensure Aboriginal and Torres Strait Islander students are provided with a high-quality educational experience that nurtures excellence and personal achievement.
8. To embed cultural awareness and education for the Murdoch University community to ensure the creation of a culturally safe learning environment for Aboriginal and Torres Strait Islander students.
9. To monitor and provide advice on the progress of implementing the education aspects of the Reconciliation Action Plan (RAP) to the relevant committee.

8.8.2 Membership:

- (a) Chair, appointed by the Provost or nominee;
- (b) Pro Vice Chancellor (Education) or nominee;
- (c) Pro Vice Chancellor (Aboriginal and Torres Strait Islander Leadership);
- (d) Senior Manager of Aboriginal Education;
- (e) Associate Director Strategy, Quality and Analytics or nominee;
- (f) Manager Student Success or Nominee;
- (g) Directors, College Business Management or nominees;
- (h) Two academic staff, or academic support staff representatives from each College, recommended by the College Deans Learning and Teaching and appointed by the Chair;
- (i) Manager Careers and Employability or nominee;
- (j) Manager Development or nominee;
- (k) Up to two Aboriginal and/or Torres Strait Islander staff member representatives, appointed by the Chair;

- (l) Up to two Aboriginal and/or Torres Strait Islander student representatives, preferably one undergraduate student and one postgraduate student, appointed by the Chair; and
- (m) Up to three co-opted persons.

A Deputy Chair will be appointed by the Provost or nominee.

8.8.3 Terms of office:

The terms of the appointed members shall be for three years and for co-opted members shall be for one year.

8.8.4 Standing observers:

There are no standing observers. The Committee may invited non-members to take part in discussion and provide advice from time to time.

8.8.5 Secretary:

A secretary shall be appointed through the University Secretary's Office.

8.8.6 Meetings:

Approximately four meetings are held per year.

8.8.7 Quorum:

Fifty per cent (50%) of the membership plus one.

8.9 Academic Courses And Admissions Committee

The Academic Courses and Admissions Committee (ACAC) is a subordinate committee of the University Education Committee. It is responsible for admissions policy and pathways, the course portfolio and the quality of coursework courses of study.

8.9.1 Principles and Terms of Reference:

1. Principle: Strategic University-wide oversight of the course portfolio and profile.
 - 1.1 Consider and make recommendations to Academic Council on policy matters relating to curriculum management, advanced standing and admissions, taking into account best scholarly practice and national standards.
 - 1.2 Provide strategic advice to Academic Council on all matters relevant to the University's coursework offerings.
2. Principle: Curriculum management including new courses, major restructures and amendments.
 - 2.1 Review and make recommendations to Academic Council on all proposed new courses (including coursework degrees and awards). Review and approve revisions and discontinuation of existing courses.

	2.2	Review and approve new majors.
	2.3	Review and make recommendations to Academic Council on non-award courses of the University.
3.		Principle: Admission, selection, entry requirements, special entry and pathways, credit and articulation, scholarships and prizes.
	3.1	Recommend to Academic Council on policies pertaining to selection and admission of students to all coursework offerings.
	3.2	Approve procedures pertaining to selection and admission of students to all coursework offerings, including matters pertaining to: <ul style="list-style-type: none"> • Admissions criteria; • Pathways and articulations; • Access and enabling programs; and • English language standards.
	3.3	Advise and make recommendations concerning the policies and procedures for coursework scholarships and prizes.
	3.4	Receive and consider annual reports on admissions and on pathways and articulations prepared by the Academic Registrar's Office.
4.		Principle: Ongoing review of courses and the course portfolio to assure course quality, positioning and viability, and internal and external compliance.
	4.1	Regularly monitor compliance with policies referred to in ToR1.

8.9.2 Membership:

- (a) Provost or nominee [Chair]
- (b) President of Academic Council [Deputy Chair];
- (c) College Deans Academic Operations;
- (d) College Deans International;
- (e) College Deans Learning and Teaching;
- (f) Heads of Discipline Groups;
- (g) Director Academic Quality, Curriculum Management and Policy;
- (h) International Admissions Manager;
- (i) Senior Manager Student Administration;

- (j) Two student representatives from Academic Council, appointed by the President of Academic Council;
- (k) Transnational Education Representative; and
- (l) Up to three co-opted persons, as required.

8.9.3 Terms of office:

The terms of the appointed members shall be for three years and for co-opted members shall be for one year.

8.9.4 Standing observers:

There are no standing observers. The Committee may invite non-members to take part in discussion and provide advice from time to time.

8.9.5 Secretary:

A secretary shall be appointed through the University Secretary's Office.

8.9.6 Meetings:

Approximately ten meetings are held per year.

8.9.7 Quorum:

One third of the members or, if that is a fraction, the next highest whole number.

8.10 Curriculum Advisory Group

The Curriculum Advisory Group (CAG) is a subordinate committee to the Academic Courses and Admissions Committee. It has responsibilities as defined in the *Curriculum Management Procedure*.

8.10.1 Terms of Reference:

1. Provide advice to Colleges undertaking curriculum design and development of the curriculum, and to the Academic Courses and Admissions Committee in the process for formal approval, in the following areas:
 - curriculum design
 - market demand
 - student recruitment
 - financial and operational considerations
2. Advise on emergent issues related to the curriculum as required.
3. Examine issues arising in curriculum development and operation, providing advice, ideas, and solutions which may be captured in recommendations to the Academic Courses and Admissions Committee.

8.10.2 Membership:

- (a) Director Academic Quality Curriculum Management and Policy [Chair];
- (b) Pro Vice Chancellor (Education) or nominee;
- (c) Up to four Academic Staff members, two from each College, appointed by the College Dean Academic Operations;
- (d) Director Student and Library Services or nominee;
- (e) Associate Director Strategy, Quality and Analytics or nominee;
- (f) Director Marketing and Communications or nominee;
- (g) Associate Director Commercial Finance and Reporting or nominee;
- (h) Director International or nominee;
- (i) Manager Transnational Education; and
- (j) Two to three co-opted persons.

8.10.3 Terms of Office:

The terms of the appointed members shall be for two years and for co-opted members will be one year.

8.10.4 Standing observers:

There are no standing observers. The Committee may invite non-members to take part in discussion and provide advice from time to time.

8.10.5 Secretary:

A secretary shall be appointed by the Director Academic Quality, Curriculum Management and Policy.

8.10.6 Meetings:

Meetings of two hours duration will be scheduled ten days after Academic Courses and Admissions Committee meetings. For larger scale and more complex curriculum developments, ad hoc meetings of CAG may be scheduled or the meeting duration extended. Members may comment on curriculum developments online in lieu of face-to-face meetings.

8.11 English Language Equivalence Assessment Expert Group

The English Language Equivalence Assessment Expert Group (ELEAEG) is a subordinate committee of the Academic Courses and Admissions Committee.

8.11.1 Principles and Terms of Reference:

1. Principle: Strategic University-wide oversight of the English language entry requirements for the University's course portfolio.
 - 1.1 Consider and make recommendations to the Academic Courses and Admissions Committee on policy matters relating to English entry requirements, taking into account

	best scholarly practice and national standards.
1.2	Recommend and maintain oversight of procedures pertaining to the determination of English language equivalence of various English language qualifications, including those provided by private providers, relating to entry standards across all Murdoch University coursework courses (including enabling, language support and pathway programs).
1.3	Provide strategic advice to the Academic Courses and Admissions Committee on all matters relevant to the University's English standards for all offerings.

8.11.2 Membership:

- (a) Chair, appointed by the Academic Courses and Admissions Committee;
- (b) A member of the Murdoch academy expert in the instruction and assessment of English language, appointed by the Associate Director Centre for University Teaching and Learning;
- (c) Associate Director Curriculum and Academic Policy;
- (d) A member of the University's professional staff, appointed by the Academic Registrar who can advise the Committee on admission processes; and
- (e) Up to two co-opted persons.

8.11.3 Terms of office:

The terms of the appointed members shall be for three years and for co-opted members shall be for one year.

8.11.4 Standing observers:

There are no standing observers. The Committee may invite non-members to take part in discussion and provide advice from time to time.

8.11.5 Secretary:

A secretary shall be appointed through the University Secretary's Office.

8.11.6 Meetings

As required.

8.12 Academic Quality Committee

The Academic Quality Committee (AQC) is a subordinate committee of the University Education Committee.

8.12.1 Terms of Reference:

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| 1. Facilitate the development and embedding of an institutional culture of continuous improvement in education and academic |
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related administration.

2. Manage the design, monitoring and continual improvement of Quality and Standards for Learning and Teaching, and implement appropriate communication to relevant stakeholders and implementation of those strategies across all teaching locations (including partnerships).
3. In collaboration with Colleges, and other relevant units, develop appropriate qualitative and quantitative measures of performance of teaching and learning and oversee, monitor and review their use.
4. Oversee preparation for any Tertiary Education Quality and Standards Agency (TEQSA) or equivalent agency's quality assessment or other whole-of-institution audit process (overseeing compliance with the Higher Education Standards Framework) and monitor the implementation of any recommendations or other opportunities for improvement arising from such audits.
5. Assist the University to meet its academic obligations for registration as a higher education provider under the *Tertiary Education Quality and Standards Agency Act 2011* and oversee preparations for the University's renewal of registration process.
6. Monitor compliance matters (including external accreditation), review related reporting and oversee actions taken to address non-compliance matters and matters where policy, systems or practice are deficient as identified during quality audit, benchmarking, or self-review processes, including collaboration with the Educational Policy Review Committee on relevant policy responses to quality and compliance matters.

8.12.2 Membership:

- (a) Senior member of staff, appointed by the Provost or nominee [Chair];
- (b) Pro Vice Chancellor (Education);
- (c) Pro Vice Chancellor (Research and Innovation) or nominee;
- (d) President of Academic Council or nominee;
- (e) College Deans Academic Operations;
- (f) Two Heads of Discipline appointed by the Chair on recommendation of the College Dean Academic Operations;
- (g) Four Academic Chairs, or equivalent, from the two Colleges appointed by the Chair on recommendation of the College Dean Academic Operations;
- (h) Director Academic Quality, Curriculum Management and Policy
- (i) Associate Director Strategy, Quality and Analytics or nominee;

- (j) Manager Quality Assurance;
- (k) Singapore Dean;
- (l) Dean Dubai;
- (m) One student representative (position normally from Academic Council, appointed by the Chair in consultation with the President of Academic Council); and
- (n) Up to three co-opted persons.

A Deputy Chair will be appointed by the Provost or nominee.

8.12.3 Terms of office:

The terms of the appointed members shall be for three years and for co-opted members shall be for one year.

8.12.4 Standing observers:

8.12.5 There are no standing observers. The Committee may invited non-members to take part in discussion and provide advice from time to time.

8.12.6 Secretary:

A secretary shall be appointed through the University Secretary's Office.

8.12.7 Meetings:

Approximately four meetings are held per year.

8.12.8 Quorum:

Fifty per cent (50%) of the membership plus one.

8.13 Professional Learning Committee

The Professional Learning Committee (PLC) is a subordinate committee of the Academic Quality Committee. The PLC is designed to oversee professional learning for all members of staff contributing to academic quality.

8.13.1 Terms of Reference:

1. Identify priorities for professional learning, drawing input from: the University strategic and operational plans; College plans and committees; policies; staff consultation and feedback; and, external higher education bodies.
2. Develop proposals, reports and reviews for professional learning initiatives to the Senior Executive Group, Academic Council and other committees, as appropriate.
3. Facilitate and drive staff engagement in professional learning initiatives.
4. Provide oversight and advice regarding the monitoring and evaluation of professional learning initiatives.
5. Promote professional learning activities and successes to the wider Murdoch University community, and more broadly, as

- appropriate.
6. To elect a Deputy Chair by a majority vote of members.

8.13.2 Membership:

- (a) Chair, Pro Vice Chancellor (Education) (ex-officio);
- (b) Pro Vice Chancellor (Research and Innovation) or nominee (ex-officio);
- (c) College Deans Learning and Teaching, ABLSS & SHEE (ex-officio);
- (d) Professional Learning Team representative appointed by the Pro Vice Chancellor (Education);
- (e) Associate Director Organisational Development and Culture (ex-officio)
- (f) Convener LEAD Academy (ex-officio);
- (g) Up to two LEAD Academy representatives, from various levels and disciplines, recommended by the Convener LEAD Academy and appointed by the Pro Vice Chancellor (Education);
- (h) One Academic Quality Committee representatives, recommended by the Chair of the Academic Quality Committee and appointed by the Pro Vice Chancellor (Education);
- (i) Up to three co-opted members.

A Deputy Chair is to be advised.

8.13.3 Terms of office:

The terms of the appointed members shall be for three years and for co-opted members shall be for one year.

8.13.4 Standing observers:

There are no standing observers. The PLC may invite non-members to take part in discussions and provide advice.

8.13.5 Secretary:

A secretary shall be appointed through the University Secretary's Office.

8.13.6 Meetings:

Approximately six meetings are held per year.

8.13.7 Quorum:

Fifty per cent (50%) of the membership plus one.

8.14 Academic Boards (Third Party)

Academic Boards for Murdoch Singapore, Murdoch Dubai and the Murdoch Institute of Technology (MIT) are subordinate committees of the Academic Quality Committee.

8.15 Educational Policy Review Committee

The Educational Policy Review Committee (EPRC) is a subordinate committee of the University Education Committee.

8.15.1 Terms of reference:

1. Oversee the strategic review of policies to identify both gaps in the education-related policy suite, and areas for enhancement/development, then advise on the means by which these elements can be addressed.
2. Provide direction in the development of draft education-related policy documents and procedures, as needed.
3. Provide and action strategies for consultation with, and the engagement of, the University community in the development and review of education-related policy documents to ensure their effectiveness in providing quality outcomes.
4. Facilitate the implementation of education-related policy requirements across the University community by recommending operational strategies and implementation plans, including a plan for monitoring policy.
5. Make recommendations to Academic Council through the University Education Committee on changes to existing education policies, and the creation of new education policies.

8.15.2 Membership:

- (a) Senior member of staff, appointed by the Provost or nominee [Chair];
- (b) President of Academic Council or nominee;
- (c) University Secretary or nominee;
- (d) Director Academic Quality, Curriculum Management and Policy or nominee;
- (e) Senior Policy Developer (Education);
- (f) Four Discipline Group representatives from each of the two Colleges appointed by the Chair on recommendation of the College Pro Vice-Chancellors;
- (g) Director Student and Library Services or nominee;
- (h) Up to three co-opted staff members, appointed by the Provost or nominee on the advice of the Chair; and
- (i) Two student representatives (positions normally from Academic Council, appointed by the Chair in consultation with the President of Academic Council).

A Deputy Chair will be elected annually by a majority vote of members.

8.15.3 Terms of office:

The terms of office of the appointed members shall be for three years and for co-opted members shall be for one year.

8.15.4 Standing observers:

There are no standing observers. The Committee may invite non-members to take part in discussion and provide advice from time to time.

8.15.5 Secretary:

A secretary shall be appointed through the University Secretary's Office.

8.15.6 Meetings:

Approximately six meetings are held per year.

8.15.7 Quorum:

Fifty per cent (50%) of the membership plus one.

8.16 Student Wellbeing Committee

The Student Wellbeing Committee (SWC) is a subordinate committee of the University Education Committee. The SWC provides oversight to issues relating to or impacting on the wellbeing of Murdoch's onshore and offshore students.

8.16.1 Terms of Reference:

1. To monitor progress and evaluate impact of the Student Wellbeing Strategy Action Plan.
2. To review data/reports in relation to student wellbeing to
 - a. review effectiveness of current supports and services provided to students
 - b. inform planning for initiatives and services that reflect the needs of diverse student cohorts
 - c. ensure a safe supportive learning environment is maintained for students (including review of recommendations from relevant critical incidents).
3. To provide oversight and consultation to future action plans and updates to the Student Wellbeing Strategy in response to contemporary issues and emerging evidence base.
4. To create and oversee task focussed subgroups as deemed necessary to assist in the implementation or review of student focussed wellbeing strategies.
5. To report to the University Education Committee and provide updates, advice and recommendations relating to student wellbeing.

8.16.2 Membership:

- (a) Senior Manager Access, Wellbeing & Equity (Chair);
- (b) Pro Vice Chancellor - International (or nominee);
- (c) Student Representative Murdoch Guild;
- (d) Senior Manager Aboriginal Education;
- (e) Guild Student Assist Officer;
- (f) Senior Manager Library & Knowledge Services;
- (g) Senior Manager Student Administration (or nominee);
- (h) Dean International;
- (i) Manager International Admissions;
- (j) Dean Learning and Teaching - SHEE (or nominee);
- (k) Dean Learning and Teaching - ABLSS (or nominee);
- (l) Director PDCSO (or nominee);
- (m) Manager Occupational Safety Health and Wellbeing;
- (n) Manager Student Success;
- (o) Manager Transnational Education;
- (p) Counselling Team Leader;
- (q) Medical Team Leader;
- (r) Manager Security Services;
- (s) Manager University Resilience.

The Deputy Chair is to be advised.

8.16.3 Terms of office:

The terms of appointed members shall be for three years, and co-opted members shall be for one year.

8.16.4 Meetings:

Approximately six times per year.

8.16.5 Quorum:

Fifty percent (50%) of the membership plus one.

8.16.6 Standing observers:

There are no standing observers. The SWC may invite non-members to take part in discussions and provide advice.

SECTION 9. REVIEW OF ACADEMIC COUNCIL AND ITS SUBORDINATE BODIES POLICY

This Statement of Governance Principles should be read in conjunction with the [Review of Academic Council and its Subordinate Committees Policy](#).

SECTION 10. WORKING PARTIES OF ACADEMIC COUNCIL

Academic Council and its sub-committees can establish a number of limited term Working Parties to investigate issues that do not fall within their brief.

10.1 General Principles:

The Working Parties associated with Academic Council and its Sub-Committees will:

- (a) agree with the parent Committee on the scope and purpose of their task, and reporting process and timetable;
- (b) in reaching recommendations, identify and consult with all key stakeholders.

The Working Parties operate within the [Working Parties Established by Academic Council and its Subordinate Committees Policy](#).

SECTION 11. CURRENT YEAR INFORMATION

11.1 Members of Academic Council

A table listing all current members of Academic Council, the basis of their membership, and their contact details is at the following website:

<http://our.murdoch.edu.au/Committees/Academic-Council/Members/>

Those ex officio positions listed at the foot of the table under the header “Right of Attendance” have speaking but not voting rights.

11.2 Academic Council meeting dates

Academic Council normally meets at 1.30pm on Wednesday afternoons. The Council meeting dates for this year are recorded at the following website:

<http://our.murdoch.edu.au/Committees/Academic-Council/Meeting-dates/>

It is advisable to record the time and dates in your diary/e-mail calendar.

11.3 Academic Council contact persons

There are two positions, namely:

- (a) The President of Academic Council
- (b) The Secretary to Academic Council

Names and contact details of the current holders of these positions are at the foot of the following website:

<http://our.murdoch.edu.au/Committees/Academic-Council/Information-for-new-members/>

The Secretary to Academic Council is located in the University Secretary's Office on Level 4 of Building 330 – Chancellery and can be contacted via telephone on +61 8 9360 6839.

Related Documents:[Academic Council Regulations](#)[Curriculum Management Procedure](#)[Statute No. 5 - Academic Council](#)[Statute No. 8 - Interpretation](#)[Review of Academic Council and its Subordinate Committees Policy](#)[Working Parties Established by Academic Council and its Subordinate Committees Policy](#)**References:**

There are no references.

Approval and Implementation:

Approval Authority:	Academic Council
Responsible Officer(s):	University Secretary

Revision History:

Approved/ Amended/ Rescinded	Date Approved	Effective Date	Next Review Date	Resolution No. (if applicable)
EQDC amended	28/01/2021		28/01/2022	AC/11/2021
Administrative amendments	22/10/2020			
Administrative amendments	19/10/2020			
AQC amended	24/09/2020			AQC/22/2020
Administrative amendments	30/07/2020			
Administrative amendments	27/07/2020			
UEC amended	24/06/2020			AC/61/2020
ATSIESC amended	24/06/2020			AC/62/2020
EqDC amended	24/06/2020			AC/63/2020
EQDC amended	05/12/2019			EqDC/10/2019
AQC amended	19/11/2019			AQC/27/2019
EqDC amended	01/10/2019			AC/86/2019
UEC amended	01/10/2019			AC/85/2019
ACAC amended	28/08/2019	28/08/2019		AC/66/2019

RC amended	28/08/2019	28/08/2019		AC/67/2019
AQC amended	28/08/2019	28/08/2019		AC/68/2019
EqDC amended	12/09/2019			EqDC/13/2019
ACAC amended	18/06/2019			ACAC/26/2009
RC amended	26/06/2019			AC/38/2019(i)
EqDC amended	26/06/2019			AC/46/2019
SAGE Athena SWAN SAT ToR amended	12/04/2019	12/04/2019		EqDC/03/2019
AQC amended	12/03/2019	12/03/2019		AC/25/2019
PLC amended	28/02/2019	28/02/2019		AQC/02/2019
Amendments to reflect new academic structure	26/11/2018	01/01/2019		AC/106/2018
Amendments to add new subordinate committees of EqDC, RC and AQC	25/09/2018	25/09/2018	25/09/2019	AC/99/2018 EqDC/7/2018 EqDC/8/2018 AQC/7/2018 RC/05/2018
Amendments to reflect subcommittee changes	06/07/2018			AC/68/2018
EqDC, UEC, ATSIESC, ACAC, AQC, EPRC amended	06/07/2018		01/08/2018	AC/68/2018
ACAC, AQC and EPRC amended	02/05/2018	02/05/2018	01/08/2018	AC/50/2018
EPRC amended	24/01/2018	24/01/2018	01/08/2018	AC/17/2018
UEC amended	14/03/2018	14/03/2018	01/08/2018	AC/39/2018(i)(ii)
EqDC amended	15/11/2017	15/11/2017	01/08/2018	AC/132/2017(i)
Amended to reflect subcommittee changes	08/08/2017	08/08/2017	01/08/2018	
IESC renamed to ATSIESC	05/07/2017	05/07/2017	08/10/2017	AC/73/2017(iv)
UEC, EPRC, AQC and ATSIESC ToR approved	05/07/2017	05/07/2017	08/10/2017	AC/73/2017 (i)(ii)(iii) and (v)
SAC no longer a subcommittee	15/03/2017	01/05/2017	08/10/2017	AC/31/2017(vii)
LTC and QuESC dis-established	15/03/2017	30/04/2017	08/10/2017	AC/31/2017(vi)

EqDC established	15/03/2017	15/03/2017	08/10/2017	AC/31/2017(v)
IESC established	15/03/2017	15/03/2017	08/10/2017	AC/31/2017(iv)
AQC established	15/03/2017	01/05/2017	08/10/2017	AC/31/2017(iii)
EPRC established	15/03/2017	15/03/2017	08/10/2017	AC/31/2017(ii)
UEC and ACAC established	15/03/2017	01/05/2017	08/10/2017	AC/31/2017(i)
LTC amended	31/01/2017	31/01/2017	08/10/2017	
LTC amended	02/11/2016	02/11/2016	08/10/2017	AC/141/2016
QuESC amended	17/08/2016	17/08/2016	08/10/2017	AC/97/2016
ACAC amended	17/08/2016	17/08/2016	08/10/2017	AC/96/2016
RDSC amended	15/06/2016	15/06/2016	08/10/2017	RC/06/2016(i)
RC administrative amendment	06/07/2016	06/07/2016	08/10/2017	
ACAC amendments approved by Senate	09/06/2016	09/06/2016	08/10/2017	S/17/2016
ACAC amendments subject to Senate	11/05/2016	11/05/2016	08/10/2017	AC/61/2016(ii)
RC amendments approved by Senate	09/06/2016	09/06/2016	08/10/2017	S/16/2016(i)
RC amendments subject to Senate	11/05/2016	11/05/2016	08/10/2017	AC/49/2016(iv)
ACAC amended	11/05/2016	11/05/2016	08/10/2017	AC/62/2016
RC amended	11/05/2016	11/05/2016	08/10/2017	AC/61/2016
CAG amended	23/02/2016	23/02/2016	08/10/2017	ACAC/13/2016
ACAC amended	09/03/2016	09/03/2016	08/10/2017	AC/44/2016
ELEAEG established	24/01/2016	24/01/2016	08/10/2017	ACAC/04/2016
CAG established	24/01/2016	24/01/2016	08/10/2017	ACAC/03/2016
QuESC amended	24/06/2015	24/06/2015	08/10/2017	AC/84/2015
RC amended	24/06/2015	24/06/2015	08/10/2017	AC/83/2015
RC amended	24/06/2015	24/06/2015	08/10/2017	AC/82/2015
ACAC, QuESC, LTC, RC amended	29/04/2015	29/04/2015	08/10/2017	AC/54/2015
LTC amended	04/03/2015	04/03/2015	08/10/2017	AC/36/2015
Academic Council and committees established by Senate	08/10/2014	01/01/2015	08/10/2017	S/29/2014(iii)