



Academic Committee Terms of Reference

1. Purpose

Academic Committee contributes to quality assurance of the University's academic portfolio of qualifications and papers through cross-College peer review and scrutiny of proposals made to the Committee, and the provision of advice to Academic Board.

2. Authority

Academic Committee is a sub-committee of the Academic Board. In accordance with Section 222 of the Education Act, Academic Board has delegated the following functions to the Academic Committee:

- (i) Approval of all minor Calendar changes and changes to existing programmes and papers;
- (ii) Approval of all proposals from College Boards for new papers;
- (iii) Approval of key dates for the academic year to be published annually in the University Calendar
- (iv) Acceptance of Qualification Review Reports from the Colleges including reports on progress toward implementation of review recommendations;
- (v) Acceptance of Graduating Year Review Reports from College Boards and approval of those reports for forwarding to CUAP; and
- (vi) Approval and quality assurance of community education courses provided by Massey University.

3. Duties

- 1) Receive, review and make recommendations to Academic Board regarding:
 - a) the approval of all proposals from College Boards and the Graduate Research School for new qualifications and majors;
 - b) changes to existing, or introduction of new, academic policies and procedures;
 - c) the provision of formal responses to NZVCC or its Committee on University Academic Programmes or NZQA on any matter relating to the structure and composition of degree frameworks and definitions;
 - d) any issues relating to the University's portfolio of qualifications as appropriate or if requested by the Board; and
 - e) any other matters as may be referred to the Committee by the Vice-Chancellor's Office, Academic Board or College Boards.
- 2) Receive, review and approve as appropriate:
 - a) all proposals submitted by College Boards for minor Calendar changes and changes to existing programmes and papers;
 - b) all proposals from College Boards for new papers;
 - c) key dates for the academic year to be published annually in the University Calendar
 - d) all Graduating Year Review Reports from College Boards for forwarding to CUAP;
 - e) all proposals for community education courses to be provided by Massey University
- 3) Receive and review all Qualification Review Reports, and reports on progress toward implementation of review recommendations, from Colleges.

- 4) Liaise with College Boards and any other committees or services as appropriate regarding the implementation of new statutes or regulations, or changes to existing statutes or regulations.

4. Membership

- Deputy Vice-Chancellor (Academic) (Chair)
- Pro Vice-Chancellor (or nominee) of each College
- One Academic Director from each College, nominated by the relevant Pro Vice-Chancellor
- One Maori staff representative, nominated by the Deputy Vice-Chancellor (Maori)
- Two student representatives nominated by the Massey University Students Federation
- Academic Manager
- Massey University's CUAP Representative (if not the DVC (Academic))

Administrative Support to be provided from the Office of the Deputy Vice-Chancellor (Academic).

Total Membership: 16

5. Meetings and Other Protocols

Academic Committee will normally meet monthly at least one week prior to the meeting of Academic Board. A quorum of the Academic Committee shall comprise a majority of the members then holding office and no business will be transacted unless a quorum is present.

The Deputy Vice-Chancellor (Academic) will convene and chair the meetings of the Academic Committee or nominate a substitute chairperson in his/her absence. The substitute Chairperson to be drawn from the membership of the Committee. At any meeting of Academic Committee the person presiding will have a deliberative vote and, in the case of an equality of votes, a casting vote. Every question before Academic Committee will be decided by a majority of the valid votes recorded.

The Agenda, Minutes and other documents for the meeting will be managed by the Office of the Deputy Vice-Chancellor (Academic) with documents received at least eight days prior to the meeting. Minutes of the Committee, together with the relevant documents, will be forwarded for the agenda of the next scheduled meeting of Academic Board, where the Chair of Academic Committee will also be responsible for speaking to specific items of business and recommendations from the Committee to Academic Board for review and action.

Meetings will be conducted in two parts. Part One will consist of general business and may be attended by the public. Part Two will exclude the public and press so that matters may be discussed without public disclosure when the committee is satisfied that there are considerations which outweigh the public interest of disclosure. In any case where the Committee agrees that a particular member of the University community, or any Board, Committee, or Working Party could provide pertinent information regarding an item before it, it may invite the individual or representative(s) of a larger group to contribute to its proceedings.