

Programs Committee Constitution

Committee established by Academic Committee: Meeting 1/2003 (13 February 2003),
[Council has delegated certain authority to Programs Committee as outlined in section 5, below]
Previous version of constitution approved by Academic Committee: Meeting 02/2024 (16 May), 2024/0000889
Current version of constitution approved Academic Committee: Meeting 04/2024 (26 September), 2024/0001004

1. Introduction

- 1.1. Academic Committee has established the Programs Committee (**Committee**) to approve new awards and changes to existing awards (refer section 5). The work of Programs Committee is guided by the University's Strategic Plan and other relevant supporting plans.

2. Interpretation

- 2.1. In this constitution, references to academic elements and academic management positions shall be as defined in the [Griffith University Governance Framework](#).

3. Mandate

- 3.1. The Committee is a standing committee established by Academic Committee and reports directly to, and is accountable to Academic Committee.
- 3.2. The Committee contributes to risk and governance oversight and supports the Academic Committee and University in meeting the requirements of the following Domains and Standards within the *Higher Education Standards Framework (Threshold Standards) 2021* (HESF 2021):
- (a) Domain 1 Student Participation and Attainment
 - Standard 1.1 – Admission
 - Standard 1.2 – Credit and Recognition of Prior Learning
 - Standard 1.4 – Learning Outcomes and Assessment
 - Standard 1.5 – Qualifications and Certification
 - (b) Domain 3 Teaching
 - Standard 3.1 – Course Design
 - (c) Domain 5 Institutional Quality Assurance
 - Standard 5.1 – Course Approval and Accreditation
 - Standard 5.3 – Monitoring, Review and Improvement
 - Standard 5.4 – Delivery with Other Parties [domestic coursework and transnational]
 - (d) Domain 7 Representation, Information and Information Management
 - Standard 7.1 – Representation
 - Standard 7.2 – Information for Prospective and Current Students

4. Functions

- 4.1. The Committee is responsible for advising Academic Committee on risks and issues associated with the educational policy or practices relating to the structure and requirements of the University's programs. In particular, the Committee will monitor the identification and management of academic risks associated with educational policy, practice, structure and requirements of the University programs.
- 4.2. The Committee will:
- (a) Advise Academic Committee on identified and emerging risks or issues of educational policy or practices relating to the structure and requirements of the University's programs either on its own initiative or on referral from the Academic Committee, its sub-committees, or from a Group Pro Vice Chancellor, or from a Dean.
 - (b) Consider proposals from Group Boards for new award and non-award programs, and major changes to existing programs including the identification and management of risks and transition arrangements.
 - (c) Consider proposals to withdraw award and non-award programs, including the identification and management of risks and the transition arrangements.
 - (d) Monitor the performance of programs from a University perspective, including:
 - (i) ensuring Transnational Program Audits are undertaken; and
 - (ii) overseeing domestic coursework delivery with other parties.
 - (e) Receive recommendations from the Board of Graduate Research on the design and requirements for the research component of Higher Degree by Research (HDR) awards, Masters (Research) and Doctoral qualifications and on the monitoring and review of HDR programs.
 - (f) Review and recommend to Academic Committee for approval changes to policies specific to programs.
 - (g) Review and recommend changes to procedures as related to programs to the applicable Qualified Officer (procedure approver) for approval.
 - (h) Programs Committee will consider any other matters of a program nature referred to it by Academic Committee, its sub committees or by Executive Group.

5. Authority

- 5.1. As provided for in the Academic Committee Constitution, the Council has delegated certain of its powers to the Committee in accordance with section 11(1)(b) of the Griffith University Act 1988 (Qld).
- 5.2. The Committee may exercise such powers as the Council may delegate to the Committee from time to time, as set out in the University's register of delegations.
- 5.3. The Council authorises the Committee to perform its role as established within the scope of this constitution. In discharging its responsibilities, the Committee shall:
- (a) Approve new awards, including degree requirements, program structure and content and changes to existing awards;

- (b) Approve the withdrawal of programs; and
- (c) Establish standing sub-committees from time to time and approve proposed changes to the respective constitution for each sub-committee.

6. **Committee Composition** [*effective from 1 January 2025*]

6.1. The Committee is composed of 14 members:

- (a) Chair, appointed by the Vice Chancellor;
- (b) Pro Vice Chancellor (Learning and Teaching), or nominee;
- (c) University Librarian, or nominee;
- (d) Registrar, Student Life, ex officio;
- (e) Dean (Learning and Teaching) from each Academic Group, ex officio;
- (f) one full-time academic staff member (levels C, D or E) representing First Peoples, appointed by the Deputy Vice Chancellor (Indigenous);
- (g) one full-time academic staff member from each Academic Group, appointed by the relevant Group Pro Vice Chancellor; and
- (h) One Group HDR Director appointed by the Chair of the Board of Graduate Research Studies.

6.2. The standing Deputy Chair of Programs Committee will be a voting member of Programs Committee and shall normally be a member from category 6.1(e) appointed by the Committee.

7. **Term of Appointment**

7.1 The term of office of members is for a period of 2 years. To ensure continuity of the membership, and where practicable, the terms of the office of members shall be set to stagger the expiry of terms at any one time. Members shall be eligible for re-appointment.

7.2 In appointing members, consideration is to be given to appropriate campus and gender representation.

8. **Rights of Audience and Debate**

8.1 The Director, Griffith International (or nominee) shall have rights of audience and debate.

9. **Operating Principles and Procedures**

9.1 The Committee will operate and meetings will be conducted in accordance with the Council Committees Procedure (*Standing Orders*) except where the constitution states otherwise.

10. **Obtaining Advice**

10.1 The Committee will have the power to seek advice from any member of the University community or external expert where particular expertise or insights are required and to direct enquiries to any element of the University.

11. Secretariat Services

11.1 The Registrar is responsible for appointing the Secretary to the Committee, who has rights of audience.

12. Meetings

12.1 The Committee normally meets monthly from February to December.

13. Reporting

13.1 The Committee will report its activities to the Academic Committee after each meeting of the Committee. This report may be oral or in writing.

13.2 The Committee will provide an annual report to the Academic Committee.

13.3 The Committee's sub-committees (as listed under section 13, below) will report to the Committee.

14. Sub-Committees

14.1 Programs Committee may establish standing sub-committees, working parties or sprint teams of an ad hoc nature. The sub-committee will provide a formal report to Programs Committee on a regular basis to support the status of activities being undertaken.

14.2 Standing sub-committees will be supported by a constitution which sets out the obligations and reporting requirements of the sub-committee. This constitution shall be approved by Programs Committee.

14.3 The sub-committees currently reporting to the Committee are:

(a) Nil

15. Evaluation of Performance

15.1 The Committee will evaluate its own performance annually under the coordination of the Chair, Programs Committee. Training needs will be monitored by the Chair.

16. Review of Constitution

16.1 The Committee will review this constitution annually. Any proposed changes to the constitution will be recommended by the Committee to the Academic Committee for approval.