Academic Quality Committee

Terms of Reference

1. Introduction

The Western Sydney University International College's (WSUIC's) Academic Quality Committee (AQC) is responsible to the Academic Board for the oversight, quality, approval and continuous improvement of courses, teaching, and student learning support in the College.

2. Purpose and Role

The AQC's key responsibilities include:

i. Giving oversight to the quality of course development, customisation and review, with particular focus on confirming alignment with the key checkpoints in the College's Risk, Quality and Standards Framework for Learning and Teaching and its Course Design, Approval, Review and Discontinuation Policy;

ii. Promoting high quality, innovative and fit-for-purpose delivery and support for the College's courses and students;

iii. Providing oversight of, and advice to, the Academic Board about the ongoing quality improvement of the College's course and program design, structure, delivery, teaching, assessment, learning support systems and facilities, drawing on the knowledge and experience of AQC members, Western Sydney University and Navitas along with recommendations obtained from benchmarking activities;

iv. Monitoring student progress and feedback to ensure that at-risk students are identified, and strategies are adopted early to optimise retention and the achievement of required learning outcomes;

v. Monitoring student pass rates, grade distribution, retention, satisfaction, completion and transition rates into Western Sydney University and their progress towards successful completion of a WSU Bachelor course;

vi. Undertaking internal and external referencing with like providers to compare performance on the above indicators and reporting findings to the Academic Board;

vii. Reviewing and approving minor course/program changes;

viii. Overseeing the implementation and review of unit assessment moderation practices;

ix. Ensuring compliance with regulatory requirements and ensuring appropriate and prompt responses to any conditions imposed or issues raised by regulatory bodies;

x. Giving oversight to the production of WSUIC annual reports that include data, analysis and recommendations covered in (v) above about the course and providing input into the Annual WSUIC Teaching and Learning Plan;

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xi. Monitoring areas of academic risk identified by the Academic Board;

xii. Monitoring the professional development and scholarly activity of WSUIC's academic staff to ensure that these activities are directed towards improvement of teaching and student support;

xiii. Preparing interim reports for the Academic Board on matters relevant to these terms of reference and recommending any required enhancements to the College's policies and procedures for these matters to the Academic Board;

xiv. Assisting the Academic Board to assure the quality of academic policy development and review.

3. Membership

Western Sydney University International College's Academic Quality Committee consists of:

- The WSUIC Academic Director (ex officio) (Chair);
- All WSUIC Course and Program Convenors (ex officio);
- A minimum of one and a maximum of eight WSUIC teaching staff in relevant disciplines;
- A minimum of one and a maximum of two external academic staff with relevant discipline and course development expertise;
- A student representative;
- The WSUIC Manager of Quality and Student Administration (ex-officio).

Those who are members by virtue of their position (ex officio) remain members for as long as they hold the position relevant to their membership.

External members can serve for a period of up to three years. Members whose term has ended can be re-appointed by the Academic Board.

4. Tenure and Frequency of Meetings

The AQC will meet at least three times each year, with any interim business conducted by circulatory resolution.

5. Quorum

A quorum for the meeting of the Academic Quality Committee shall be 50% of members. In cases where a member is unable to attend, they can nominate a delegate to stand in for them.

6. Minutes

The Academic Director will circulate unconfirmed minutes to Committee members within five working days of the meeting. After review, feedback, and endorsement by Committee

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members, the AQC Chair shall sign the confirmed minutes and make these available to the next meeting of the Academic Board.

7.   Related Document(s)

- **TOR 03 WSUIC Terms of Reference – Academic Board**

Approval Authority:	Western Sydney University International College
Policy Owners:	College Director and Principal
Effective Date:	7 November 2017
Date for Next Review:	22nd August 2025
Review Period:	2 years

Revision Date	Version	Summary of changes
10/06/2016	1.0	New TORs Developed and Implemented
14/10/2019	1.1	Amendment to Membership
9/10/2021	1.2	Removal of Clause 2.xiii and 2.xiv as these were repeated (same as clause 2.xii) Updates to Clause 6: Replaced Quality and Compliance Manager with Academic Director as responsible personnel.
22/08/2023	2.0	Minor amendments to Purpose and Role, formatting and cosmetic changes.

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