



# Academic Board Terms of Reference

## 1. Introduction

The Western Sydney University International College's (WSUIC) Academic Board is the principal policy-making and advisory body on all academic matters at the College.

It makes recommendations to the Board of Directors for the approval of new courses and material course changes and has delegated responsibility from the Board for assuring the relevance, standard and effective implementation of:

- i. Academic quality assurance and improvement processes;
- ii. Curriculum design, implementation and review;
- iii. Academic policies, services, processes and procedures;
- iv. Assessment procedures and academic integrity processes;
- vii. External benchmarking strategies and focus areas; and
- viii. Compliance with the academic requirements specified in the Service Agreement with Western Sydney University.

## 2. Purpose and Role:

### a. Academic quality assurance and improvement

Key areas of responsibility of Academic Board include:

- i. Oversight of learning and teaching, facilities and student support services provided by the College;
- ii. Ensuring implementation of the externally benchmarked WSUIC Risk, Quality and Standards framework for Learning and Teaching and the underpinning policy and procedures;
- iii. Oversight of compliance with all external regulatory requirements pertaining to academic matters;
- iv. Commissioning periodic independent reviews of its own performance, benchmarked against relevant external reference points;
- v. Providing advice to the Board of Directors on key areas of academic risk and how they are being managed;
- vi. Recommending approval of new courses and material course changes to the Board of Directors;



- vii. Evaluating, approving and monitoring outcomes of the Teaching and Learning Plan;
- viii. Advising on strategic academic direction;
- ix. Oversight of academic moderation undertaken by WSU to ensure parity of academic standards with those of the same units at the University; and
- x. Endorsing conferral of academic awards and statements of attainment on the advice of Examinations and Assessment Committee.

**b. Curriculum quality assurance, review and aligned policy support**

Key areas of responsibility for the Academic Board include:

- i. Ensuring College learning support acknowledges the diversity of the distinctive student population catered for by the College;
- ii. Oversight of a systematic process of course development and review and, after approval by the Board of Directors, implementation of any recommendations emerging from this process;
- iii. Ongoing monitoring of academic policies to ensure that they are in keeping with the operating context of the College and recommendation of any changes required to the Board of Directors for approval; and
- iv. Ensuring a systematic framework for review of academic policies and timely implementation of any improvements arising from reviews after approval by the Board of Directors.

**c. Oversight of key quality processes and procedures**

Academic Board monitors the quality of teaching, support services and student outcomes using externally benchmarked qualitative and quantitative data, including student and staff evaluations, student progression and completion rates, student vs staff ratios and academic staff engagement in ongoing scholarship, in order to:

- i. confirm the continued relevance and effectiveness of College processes and procedures for:
  - Student admission;
  - Support services and infrastructure;
  - Recognition of prior learning;
  - Assuring the quality of academic staff;



- Assuring and improving teaching and learning quality;
  - Assuring assessment quality and reliability and academic integrity;
  - Assuring appropriate conduct of students and staff;
  - Considering the Academic appeals and resolving grievance;
  - Conducting external, targeted benchmarking to both prove and improve quality.
- ii. ensure appropriate College responsiveness to areas of academic risk; and
- iii. provide regular performance reports and briefings on quality improvements and academic strategy to the Board of Directors.

**d. Academic Board sub-committees**

Academic Board:

- i. Reviews the Terms of Reference and quality of performance of its sub-committees: the Academic Quality Committee, Examinations Committee, Appeals Committee, Misconduct Committee, Course Development and Review Committee along with other standing committees as determined by the Board of Directors;
- ii. Receives and ensures prompt and effective action on all reports from its sub-committees;
- iii. Monitors reviews of the efficiency and effectiveness of its sub- committees.

**3. Composition and operating procedures for the WSUIC Academic Board:**

**a. The Western Sydney University International College Academic Board consists of:**

- An independent Chair
- A senior external Academic with experience in teaching international students
- A senior Academic from WSU with experience in teaching international students
- A senior Academic with experience in teaching international students from Navitas Ltd.
- WSU Director, Quality and Reviews (ex-officio) Western Sydney University or Nominee
- A nominated WSUIC Academic Staff Representative
- An elected WSUIC Student Representative
- WSUIC Academic Director (ex officio)
- The WSUIC College Director/Principal (ex officio)

*Attendees*

- WSUIC Manager of Quality and Student Administration (ex-officio)



**b. Academic Board appointment process**

- i. The Board of Directors appoint the members of the Academic Board.
- ii. The chair of Academic Board will seek appropriate nominations for the non-ex-officio members of the AB and bring to Board of Directors for consideration.

**c. Duration of membership**

- i. Appointed and elected members of the Academic Board hold office for a period of 2 year(s) and may be reappointed.
- ii. A member ceases to be a member on the expiration of their term if they are not reappointed by the Board of Directors.
- iii. Members of the Academic Board can be removed by the Board of Directors; this includes any member who breaches WSUIC's Code of Conduct.
- iv. A member may resign prior to the expiration of their term;

**d. Academic Board operating procedures and standing orders**

- i. The Academic Board must meet at least three times per year with meetings timed to align with and ensure timely input to the meetings of the Board of Directors and its Risk and Compliance Committee;
- ii. The quorum for a meeting is at least 50% of the membership and must include either the Chair or at least 1 Senior Academic Member of the Academic Board;
- iii. The Academic Board will comply with the procedural protocols of the Board of Directors Charter;
- iv. Members can agree to any meeting being held either in person, or in such other manner (using electronic or other forms of communication) as the members agree, provided that all members present are able to communicate with all other members present, and that all papers tabled are tabled in such manner that all members have access to such papers;
- v. If the Chair of the Academic Board is absent from the meeting, then a member appointed by the Academic Board will act as chair;

**4. Academic Board Secretariat:**

**a. The WSUIC Academic Director is responsible for:**

- Preparing and sending out agendas and associated information for meetings;
- Recording and finalising draft minutes and sending these out to the Chair and members for Academic Board for confirmation within 7 days of each Academic Board meeting;



- Sending out confirmed minutes to all Academic Board members 7 days after their finalisation from the feedback received by the Chair and Academic Board members.
- b.** The WSUIC Manager of Quality and Student Administration is responsible for recording and drafting the minutes of each WSUIC Academic Board meeting and forwarding them to the WSUIC Academic Director for finalisation and distribution within seven days of the meeting.

**5. Review of these Terms of Reference**

- a.** The Academic Board’s Terms of Reference are established by the Board of Directors.
- b.** The terms of Reference and the Academic Board’s performance against them will be reviewed periodically by the Board of Directors.
- c.** Changes made to the Terms of Reference agreed by the Academic Board will be recommended to the Board of Directors for approval and ratification.

**6. Related Documents**

- **FRAME 01 WSUIC Governance Framework**
- **TOR 01 WSUIC Board of Directors Charter**
- **TOR 05 WSUIC Terms of Reference – Academic Quality Committee**
- **TOR 06 WSUIC Terms of Reference – Appeals Committee**
- **TOR 07 WSUIC Terms of Reference – Examinations Committee**
- **TOR 08 WSUIC Terms of Reference – Misconduct Committee**
- **TOR 09 WSUIC Terms of Reference – Student Council Terms of Reference**
- **TOR 10 WSUIC Terms of Reference – Course Development and Review Committee**

<b>Approval Authority:</b>	Western Sydney University International College Board of Directors
<b>Policy Owners:</b>	Chair – Academic Board
<b>Effective Date:</b>	7 November 2017
<b>Date for Next Review:</b>	7 <sup>th</sup> September 2025
<b>Review Period:</b>	2 years



<b>Amendments</b>		
<b>Revision Date</b>	<b>Version</b>	<b>Summary of changes</b>
07/11/2017	1.0	TOR Developed and Implemented
14/10/2019	1.0	No amendments
28/04/2022	1.1	Minor amendments to membership to update currency (Position titles). Update to Purpose and scope: Revision to clarify approval of new courses.
08/09/2023	1.2	Inclusion of Misconduct Committee, Course Development and Review Committee under Section 2 : Purpose and Role Clause d. Updates to membership to reflect currency and remove duplication. Manager of Quality and Student Administration's title updated as relevant throughout the document Re-alignment of Members Appointment and duration in relevant sections.