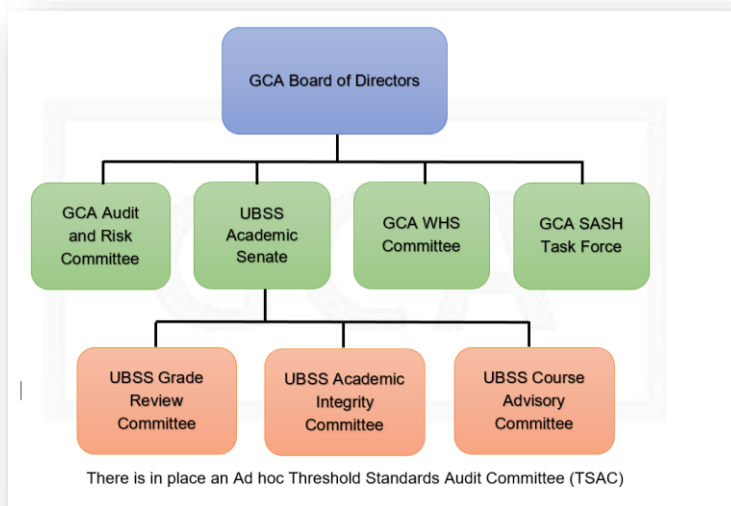




STANDING COMMITTEES TERMS OF REFERENCE



Index

Audit and Risk	3
UBSS Academic Senate	7
Workplace Health and Safety	15
Sexual Assault and Sexual Harassment	18
Grade Review	22
Academic Integrity	26
Course Advisory	30
Threshold Standards Audit	34
2021 Schedule of Committee Meetings	38
2021 Chairs and Secretaries	39

AUDIT AND RISK COMMITTEE

AUDIT AND RISK COMMITTEE

1.1.1 Audit and Risk Committee – Terms of Reference

1.1.1.1 *Role*

The Audit and Risk Committee (**ARC**) ensures that GCA (and specifically UBSS) develops and maintains internal systems of risk management and mitigation. It also oversees and monitors responses to internal and external audits.

1.1.1.2 *Functions*

The functions of the ARC are to:

- oversee and provide advice on GCA risk management strategies,
- initiate, as necessary, and oversee internal and external audits against educational standards, including: the Standards for Registered Training Organisations, Courses for Overseas Students (CRICOS), and Higher Education, and regulatory audits conducted by the relevant authorities, and provide advice on the outcomes,
- provide advice on the outcomes of reports relating to risk identification and mitigation, and
- monitor and provide advice about risk trends.

In undertaking its responsibilities the ARC will:

- confirm that the risk identification and management process is consistent with UBSS strategic plan,
- review and document the assessment of risk, against the Risk Register, at least four times annually,
- oversee and monitor the relevant legislative compliance frameworks to ensure compliance and appropriate management of compliance issues,
- assess the steps that have been implemented to manage and mitigate identified risks,
- undertake an annual review of the risk register and update related policies on risk assessment and risk management as required, and
- ensure that financial risk is being effectively managed and controlled.

1.1.1.3 Reporting

The ARC shall report to the GCA Board of Directors and provide a report to each meeting of the GCA Board of Directors, together with the minutes of the relevant meeting.

1.1.1.4 Membership

The ARC shall consist of –

- GCA Deputy Vice Chancellor (Chair);
- Director of Marketing and Human Resources;
- Chief Financial Officer;
- Technical Services and Training Manager;
- UBSS Dean;
- UBSS Deputy Dean, Student Experience;
- GCA Director, Compliance and Continuous Improvement;
- GCA Director, Admissions;
- An Appointed Secretary.

The Chair may invite members of staff and external stakeholders to participate in ARC meetings as required.

1.1.1.5 Meetings

The ARC shall meet at least four times each year according to a pre-established annual schedule to coincide with (but in advance of) the GCA Board of Directors meetings.

If necessary, an emergency ARC meeting can be called on 24 hours' notice.

Alan Manly	Chair	15 September, 2017	
Sir Greg Whitby	Independent Director	15 September, 2017	
Professor Greg Whateley	Executive Director	15 September, 2017	

Paul Nicolaou	Independent Director	9 November, 2017	
---------------	----------------------	------------------	--

UBSS ACADEMIC SENATE

UBSS ACADEMIC SENATE - TERMS OF REFERENCE

Approved by: GCA Board of Directors	Date Approved: September, 2020
First Approved by: GCA Board of Directors	Date First Approved: July 2008
Current Version: V11	Date of Next Review: June 2023
Changes to previous version Refreshed by the GCA Board of Directors, September 2020 to accommodate title changes	

1. Overview

The Board of Directors has a responsibility to ensure that UBSS has structures and processes in place to maintain and improve academic standards and academic quality and, further, ensure compliance with the *TEQSA Threshold Standards*.

The Board of Directors has therefore established the **UBSS Academic Senate** to assist it in fulfilling its roles and responsibilities. The roles and responsibilities of the Academic Senate are set out in policies that are reviewed periodically by the Senate and referred to the GCA Board of Directors for endorsement. Through its delegated responsibilities the **Academic Senate** will ensure and improve academic quality and administer cycles of monitoring, review and improvement.

The distinction between academic governance, corporate governance and management is made clear by specifying the boundaries between these different, but interrelated functions, through a set of delegations incorporated within the Terms of Reference of Boards, Senate and Committees and formally approved by the **Board of Directors**.

2. Delegation for Academic Governance

Subject to the GCA Constitution and to any decision of the Board of Directors, the following delegations are made with respect to the academic governance of UBSS -

- The **Academic Senate** shall approve and review the content and implementation of the College academic policies and procedures, and implement those policies and procedures to ensure good academic governance and the continual improvement of academic quality;
- The **Academic Senate** may establish such standing committees as required to implement and review the approved academic policies and procedures and shall recommend new and revised policies and procedures for approval by the Academic Senate;

3. Policy Responsibilities

The **Academic Senate** shall formulate academic policies and procedures that include -

- Monitor and review the key parameters and performance indicators of the academic planning and academic quality improvement processes;
- Develop, approve, review, and discontinue of courses and subjects;
- Monitor academic scholarships and prizes;
- Overview academic awards (subject to TEQSA advice and approval), including minimum standards and credit points for units and establishing and responding to appropriate benchmarking processes;
- Monitor articulation, admission, RPL, enrolment, assessment and examination of students, including appointment of external moderators and benchmarking partners;
- Overview student progress and appeals;
- Monitor student academic discipline and appeals;
- Manage course and program structures and titles;
- Overview standards and procedures for the appointment of academic staff;
- Monitor academic staff development and scholarship.
- Monitor Academic Integrity.

4. Approval to Confer Academic Awards

Subject to any directions from the Board of Directors, the following delegations are made with respect to the conferral of academic awards of UBSS -

The **Academic Senate** may confer any academic award of the School;

Where the **Academic Senate** cannot meet as required the **Chair of the Academic Senate** may confer any academic award of the School. *This delegation cannot be further delegated. Any exercise by the Chair of the delegation must be reported to for noting at the next meeting of the Academic Senate.*

5. Standing Committees of the Academic Senate

The **Board of Directors** delegates to the **Academic Senate** the authority to establish and disestablish sub-committees of Academic Senate and vary the functions, membership and other features of the sub-committees. The establishment or disestablishment of sub-committees of Academic Senate must be reported to the **Board of Directors**.

6. Conduct of Business by the Academic Senate (and Standing Committees)

The **Academic Senate** (and sub-committees) shall conduct business in accordance with the procedures established by the Academic Senate. The procedures and 'terms of reference' will be reviewed, annually, by the Academic Senate and presented to the GCA Board of Directors for approval.

7. Communication

The Academic Senate will -

- Ensure the dissemination of all appropriate information within UBSS;
- Report to the **Board of Directors** at each meeting;
- Respond on all matters submitted to it by the **Board of Directors** for advice;
- Ensure that its decisions are disseminated and implemented at the appropriate levels within UBSS and GCA;
- Consult as appropriate with relevant stakeholders and interested parties on any matter to be considered by the Academic Senate.

8. Chair of Academic Senate

The Board of Directors will appoint the Chair of the Academic Senate, and shall do so whenever a vacancy in the office of Chair of the Academic Senate occurs.

The Chair has functions as prescribed by the Board of Directors.

The Chair of Academic Senate *can* be an internal academic appointment.

The appointment of Chair will not exceed a period of two years (but may be renewable).

9. Membership of Academic Senate

The Members of the Academic Senate are as follows -

- Members of the Academic Senate are selected on the basis of their particular expertise in relation to the operation of higher education providers and the delivery of higher education curriculum and may be drawn from internal academic and administrative staff, external academic and administrative staff, industry practitioners and members of professional bodies or associations;
- The Board of Directors appoints the Chair of Academic Senate either from among the internal and/or external members or by search;
- The Board of Directors appoints the Deputy Chair of Academic Senate from among the members (*student members are not eligible*);
- The term of Membership for appointed members (not ex-officio) of the Academic Senate will be two years. ;

- Members of the Academic Senate must not make any public statement or political comment and shall not purport to speak on behalf of UBSS in relation to the Senate's deliberations or decisions;
- Academic Senate members are required to declare any actual or perceived conflict of interest that might arise in the course of their service on the Academic Senate;
- At the discretion of the Board of Directors, external members of the Academic Senate *may* be required to enter into a Deed of Confidentiality with UBSS;
- The Academic Senate may co-opt additional members and invite guests to attend meetings where required.

Membership will include –

- The Chair of Academic Senate
- The Deputy Chair
- The Dean of UBSS *ex officio*
- The Program Directors of active UBSS programs, *ex officio*
- The Director, Centre for Entrepreneurship *ex officio*
- UBSS Deputy Deans
- Up to two UBSS students from the student body of UBSS
- Up to two co-opted current staff members
- Unlimited co-opted external members.

*The Academic Senate has the authority to co-opt external members to provide expertise and/or advice as required. **Co-opted members will have voting rights** and will serve a maximum of two (2) years on the Senate (renewable).*

Members of the Academic Senate have voting rights. Visitors to the Academic Board meetings *do not* have voting rights.

10. Attendance

Formal attendance and voting via video link or other remote connection approved by the Chair will be permitted and will be included in the determination of a quorum.

Members unable to attend Academic Senate **will not** be entitled to a proxy.

11. Absence from Meetings

Where the Chair is absent, the Deputy Chair shall chair the meeting.

Where the Chair and Deputy Chair both are absent, the members of the Academic Senate shall elect a Chair from among their number.

The minutes will record absences and apologies lodged by members who are unable to attend a meeting.

Elected members of the Academic Senate, who absent themselves from three consecutive meetings without leave being granted shall be deemed to have vacated Office and a new appointment/election will be held.

12. Term of Office

Subject to the GCA Constitution, a member of the Academic Senate holds office:

- In the case of the Chair and the Deputy Chair for a term of two (2) years (renewable);
- In the case of an *ex officio* member for the period that that person holds the office at UBSS;
- In the case of the external members for a term of two (2) years (renewable); and
- In the case of a student for a term of one (1) year.

Provided that any member, other than an ex officio member, may be re-appointed as the case may be for a maximum of two (2) further terms of office.

13. Functions of Academic Senate

The functions of the Academic Senate are -

- To be the principal academic body of UBSS;
- To set and monitor student admission criteria for UBSS;
- To monitor the formal articulation agreement between GCA Central College, any external entities and UBSS to maintain academic quality;
- Recommend to the Board of Directors students eligible to graduate from UBSS courses;
- To oversee and coordinate all academic work and to evaluate and monitor the quality and standards of teaching and scholarship;
- To advise the Board of Directors and the Academic Dean on matters relating to teaching and scholarship within UBSS;
- Receive reports from the UBSS Research Foundation and promote a culture of research and scholarship across UBSS;
- Provide avenues for students and staff to volunteer comments about the curriculum;
- Regularly seek feedback (for example through questionnaires) from students, alumni, staff and other stakeholders such as employers and professional bodies, and act to ensure continual review and improvement across UBSS;
- Monitor student pass rates and individual course components and respond where they are not satisfactory;
- Maintain awareness of developments in similar courses, especially those offered by universities;
- Identify risks and develop strategies to ensure the long-term viability of course delivery and student outcomes;
- To review academic policy and prepare advice and recommendations for the Board of Directors;
- To benchmark courses against similar courses both nationally and internationally;
- To establish from time to time Course Advisory Committees for the purpose of on-going review of courses and the establishment of new courses;

- To make recommendations to the Board of Directors for approval of courses and to have overall responsibility for educational/academic policy, quality management, curriculum and the student appeals process;
- To consider and report on matters referred to it by the Board of Directors; and
- And to have such other functions as the Board of Directors may from time to time delegate to it.

14. The Academic Senate may:

- Require reports from the academic staff;
- Consider and take action on reports submitted to it by any staff member;
- Refer matters to the academic staff for consideration and report;
- Appoint internal and external examiners on the recommendation of the Executive Dean;
- On the recommendation of the Executive Dean, determine matters concerning the courses of study or examinations in any faculty;
- Determine matters concerning the courses of study or examinations in any faculty;
- Submit recommendations to the Board of Directors with respect to any other matters relating to academic standards or facilities;
- Provide the Board of Directors with the minutes of its proceedings at each meeting to the next meeting of the Board of Directors;

The Board of Directors may at any time of its own motion or at the request of the Academic Staff, review any decision of the Academic Senate.

15. Frequency of Meetings

The Senate shall meet no less than six (6) times in each calendar year.

16. Quorum

No business shall be transacted at any meeting unless a quorum of members is present. At any meeting of the Academic Senate, a majority of the total number of members constitutes a quorum.

17. Voting

A decision supported by a majority of votes cast at a meeting of the Academic Senate at which a quorum is present is a decision of the Academic Senate, provided that if the vote is evenly divided, **the Chair shall have a second or casting vote.**

All members of the Academic Senate have voting rights. Visitors to the Academic Board do not have voting rights.

18. Agenda Papers and Minutes

The Chair will ensure that the agendas and papers are distributed to members seven (7) days before each meeting.

The Chair will ensure that the minutes are recorded, prepared and distributed within two (2) weeks of the date of each meeting.

Minutes of each meeting will be available for ratification by the Chair no later than 14 days after each meeting. *Unconfirmed minutes* will be distributed to members, after ratification by the Chair, for approval at the next scheduled meeting.

19. Review of Terms of Reference

The Terms of Reference may be reviewed from time to time – but at least every three years. Any amendments agreed by the Academic Senate will be recommended by the Chair of the Academic Senate for ratification by the Board of Directors.

GCA BOARD SIGNATURE AND ENDORSEMENT LOG

Alan Manly	Chair	15 September, 2017	
Sir Greg Whitby	Independent Director	15 September, 2017	
Professor Greg Whateley	Executive Director	15 September, 2017	

Paul Nicolaou	Independent Director	9 November, 2017	
---------------	----------------------	------------------	---

The GCA Board of Directors re-endorsed AS TOR in September 2020 and has asked the AS to refresh as appropriate.

WORK PLACE HEALTH AND SAFETY COMMITTEE

WORK PLACE HEALTH AND SAFETY COMMITTEE

1.1.1 WHS Committee – Terms of Reference

1.1.1.1 *Role*

The Workplace Health and Safety Committee (**WHS**) ensures that GCA develops and maintains internal systems that ensure the health and safety of all members. It also oversees and monitors responses to internal and external audits.

1.1.1.2 *Functions*

The functions of the WHS are to:

- oversee and provide advice on GCA WHS strategies,
- initiate, as necessary, and oversee internal and external audits and site inspections;
- provide advice on the outcomes of reports and inspections;
- monitor and provide advice about WHS.

In undertaking its responsibilities the WHS will:

- confirm that the risk identification and management process is consistent with GCA requirements,
- review and document the assessment of risk, against the Risk Register, at least four times annually,
- oversee and monitor the relevant legislative compliance frameworks to ensure compliance and appropriate management of WHS compliance issues,
- assess the steps that have been implemented to manage and mitigate identified WHS risks,
- undertake regular reviews of the risk register and update related policies on WHS issues,
- ensure that WHS issues are focussed and regularly reported against.

1.1.1.3 Reporting

The WHS shall report to the GCA Board of Directors and provide a report to each meeting of the GCA Board of Directors, together with the minutes of the relevant meeting.

1.1.1.4 Membership

The WHS shall consist of –

- GCA Deputy Vice Chancellor (Chair);
- Director of Marketing and Human Resources;
- Technical Services and Training Manager;
- A representative of the CFO:
- UBSS Deputy Dean, Student Experience;
- GCA Director, Compliance and Continuous Improvement;
- GCA Director, Admissions;
- An Appointed Secretary.

The Chair may invite members of staff and external stakeholders to participate in WHS meetings as required.

1.1.1.5 Meetings

The WHS shall meet at least four times each year according to a pre-established annual schedule to coincide with (but in advance of) the GCA Board of Directors meetings.

If necessary, an emergency ARC meeting can be called on 24 hours' notice.

Alan Manly	Chair	15 September, 2017	
Sir Greg Whitby	Independent Director	15 September, 2017	
Professor Greg Whateley	Executive Director	15 September, 2017	

Paul Nicolaou	Independent Director	9 November, 2017	
---------------	----------------------	------------------	--

SEXUAL ASSAULT AND SEXUAL HARASSMENT TASK FORCE

Terms of Reference

Sexual Assault and Sexual Harassment (SASH) Task Force

Introduction

In response to the Australian Human Rights Council (2017) Change the Course report into the sexual assault and sexual harassment on university campuses, the Department of Education and Federal Education Minister's response, to the initiatives of TEQSA Task Force established to address these issues and to meet HESF (2015) standards, the GCA SASH Committee was established.

SASH Committee

- (1) There is to be a Sexual Assault and Sexual Harassment Committee (SASHC).
- (2) The SASHC is to be a sub-committee and working group of the Executive Management Team (EMT) responsible for monitoring and reviewing sexual assault and sexual harassment at Group Colleges Australia (GCA).
- (3) The EMT may delegate some of its functions to, will supervise and monitor the SASHC.

1.0 Functions of the SASHC

- (1) The SASHC shall be the advisory body responsible to the EMT for the monitoring and review of all matters of sexual assault and sexual harassment at GCA. Its role and powers are advisory in nature and the EMT has power to adopt or veto its recommendations. Its functions include:
 - (a) Review of GCA policy and procedures relating to sexual assault and sexual harassment;
 - (b) Consider and recommend to the EMT any proposals for new sexual assault and sexual harassment policies and procedures or major amendments or additions to current sexual assault or sexual harassment policies and procedures;
 - (c) Benchmarking of sexual assault and sexual harassment initiatives, policies, process and procedures against university and/or independent education providers' initiatives to ensure that the GCA sexual assault and sexual harassment approaches are consistent with national sector norms;
 - (d) Advice to the EMT on any relevant Commonwealth or State Government regulatory requirements in relation to sexual assault and sexual harassment and their potential implications.
 - (e) Maintain a register of incidents that compiles all reported postings to the MyGCA student journals and staff reporting of sexual assault and sexual harassment.

2.0 MEMBERSHIP OF THE SASHC

(1) The Chair shall be elected by the EMT or the Chief Executive Officer as representative of the EMT, Members shall be appointed by the EMT and shall include ex officio the following ;

- Human Resource Director
- Provosts of all campuses
- Executive Officer – Academic Governance and Operations
- Learning Support Officer
- Workplace, Health and Safety Chair

Such other persons as the EMT may appoint after considering the advice of the SASHC and not exceeding three in number who shall have relevant expertise.

(2) A member of the SASHC holds office:

- (a) ex officio members for the period that person/s hold their office at GCA;
- (b) Other persons appointed to the SASHC will be appointed for the period of one (1) year.
- (c) Other persons may be re-appointed for a maximum of three (3) further terms of office unless otherwise agreed by majority vote of the EMT.

2.1 Chair of the SASHC

- (1) The Chair shall be appointed by the GCA Board of Directors;
- (2) The Chair shall be responsible for chairing of meetings and ensuring the SASHC adheres to its terms of reference;
- (3) The Chair will provide external representation of EMT where agreed by the SASHC and/or the EMT in relevant professional and/or academic forums;
- (4) The Chair of the SASHC has other such functions as may be prescribed by the EMT.

3.0 MEETINGS

- (1) The SASHC shall meet no less than four (4) times in each calendar year.
- (2) At least 10 days' notice is required specifying the place, the day and the hour of the meeting, and in the case of special business, the general nature of that business.
- (3) The Secretary of the SASHC will be an employee of GCA as nominated by GCA CEO.

4.0 FILLING OF CASUAL VACANCY

- (1) If there is a casual vacancy in the membership of the SASHC, the EMT shall appoint a new member either independent of or through nomination by the EMT membership;
- (2) Casual vacancies may be filled out-of-session by the EMT through teleconference or e-mail deliberations

END OF TERMS OF REFERENCE

Name: SASHC Membership & Terms of Reference	Approval Date: 5 July 2019	V.1.1
Author: Professor Andrew West	Updated:	Review Date: 1 July 2022

GRADE REVIEW COMMITTEE

Grade Review Committee

Terms of Reference

Grade Review Committee

- (4) There is to be a Grade Review Committee (GRC).
- (5) The GRC is to be a sub-committee working group of the Academic Senate responsible for the review and publication of trimester results, including benchmarking these results and assessment moderation.
- (6) The Academic Senate may delegate some of its functions to, and will supervise and monitor the GRC.

1.0 Functions of the GRC

- (3) The GRC shall be the advisory body responsible to the Academic Senate for the monitoring, review and publication of results. Its role and powers are advisory in nature and the Academic Senate has power to adopt or veto its recommendations. Its functions include:
 - A Review of grades at the end of each trimester;
 - B Publish the results each trimester in the form of a GRC Report;
 - C Benchmarking of grade distributions against other university and/or private education courses to ensure UBSS is operating at the appropriate range;
 - (f) Conducting assessment moderation along the details provided in the Assessment Moderation Policy;
 - (g) Advice to the Academic Senate on any relevant developments that may come to light in the area of assessment and evaluation.

2.0 MEMBERSHIP OF THE GRC

- (1) Members shall be appointed by the Academic Senate and shall include -
 - a The Chair (internally appointed by Academic Senate);
 - b The Secretary (internally appointed by the Academic Senate);
 - c The Executive Dean of UBSS (ex-officio);

- d At least 2 academic members with teaching, learning and research expertise in the areas being taught at UBSS;
- e Such other persons, internal to UBSS, as the Academic Senate may appoint after considering the advice of the GRC and not exceeding two in number who shall have relevant academic disciplinary expertise.

(2) A member of the GRC holds office:

- (d) In the case of the Chair for a term of three (3) years;
- (e) ex officio members for the period that person/s hold their office at UBSS;
- (f) In the case of staff members for a term of three (3) years;
- (g) Members of the GRC may be re-appointed as the case may be for a maximum of three (3) further terms of office unless otherwise agreed by the Academic Senate.

2.1 Chair of the GRC

- (5) The Academic Senate shall appoint a person to be the Chair of the GRC, and shall do so whenever a vacancy in the office of Chair of the GRC occurs;
- (6) The Chair shall be internal to UBSS and GCA;
- (7) The Chair shall be responsible for chairing of meetings and ensuring the GRC adheres to its terms of reference;
- (8) The Chair will provide internal representation of UBSS where agreed by the GRC and/or the Academic Senate in relevant professional and/or academic forums;
- (9) The Chair of the GRC has other such functions as may be prescribed by the Academic Senate.

3.0 MEETINGS

- (4) The GRC shall meet at the end of each trimester/teaching period.
- (5) At least a 7 day notice period is required specifying the place, the day and the hour of the meeting, and in the case of special business, the general nature of that business.
- (6) The Secretary of the GRC will be an employee of UBSS or GCA as nominated by the Dean.

4.0 FILLING OF CASUAL VACANCY

- (3) If there is a casual vacancy in the membership of the GRC, the Academic Senate shall appoint a new member either independent of or through nomination by the GRC membership;
- (4) Casual vacancies may be filled out-of-session by the Academic Senate through teleconference or e-mail deliberations.

ACADEMIC INTEGRITY COMMITTEE

Academic Integrity Committee

Terms of Reference

Academic Integrity Committee

- (7) There is to be an Academic Integrity Committee (AIC).
- (8) The AIC is to be a sub-committee and working group of the Academic Senate responsible for course development and annual review of course outcomes.
- (9) The Academic Senate may delegate some of its functions to, and will supervise and monitor the AIC.

1.0 Functions of the AIC

- (4) The AIC shall be the advisory body responsible to the Academic Senate for the development, monitoring and review of all UBSS course offerings and awards. Its role and powers are advisory in nature and the Academic Senate has power to adopt or veto its recommendations. Its functions include:
 - (h) Review of UBSS courses against the UBSS Course Review Policy;
 - (i) Consider and recommend to the Academic Board any proposals for new courses or major amendments or additions to current courses (such as new majors, etc);
 - (j) Benchmarking of courses against university and/or private education courses of the same nomenclature to ensure that the course rationale, objectives, outcomes, structure and content are consistent with national sector norms;
 - (k) Conducting an annual review and trend analysis of course progression, retention and completion rates, mean student average, student satisfaction and graduate destination by course and award level, and linking with any findings with 1.(a) above, where relevant;
 - (l) Advice to the Academic Board on any relevant Commonwealth or State Government regulatory requirements in relation to course development and review and their potential implications.

2.0 MEMBERSHIP OF THE AIC

- (1) Members shall be appointed by the Academic Senate and shall include;
 - (a) The Chair (internally appointed by Academic Senate);
 - (b) The Secretary (internally appointed by the Academic Senate);
 - (c) The Dean of UBSS (ex-officio);
 - (d) At least 3 academic members with teaching, learning and research expertise in each of the following specialisations:
 - a. Accounting and/or Finance;
 - b. Business and/or General Management;
 - (e) At least two student representatives (must be current students at UBSS);
 - (f) Such other persons, internal to UBSS, as the Academic Senate may appoint after considering the advice of the AIC and not exceeding two in number who shall have relevant academic disciplinary expertise.
- (2) A member of the AIC holds office:
 - (h) In the case of the Chair for a term of two (2) years;
 - (i) ex officio members for the period that person/s hold their office at UBSS;
 - (j) In the case of staff members for a term of two (2) years;
 - (k) Members of the AIC may be re-appointed as the case may be for a maximum of three (3) further terms of office unless otherwise agreed by majority vote of the Academic Senate.

2.1 Chair of the AIC

- (10) The Academic Senate shall appoint a person to be the Chair of the AIC, and shall do so whenever a vacancy in the office of Chair of the AIC occurs;
- (11) The Chair shall be internal to UBSS and GCA;
- (12) The Chair shall be responsible for chairing of meetings and ensuring the AIC adheres to its terms of reference;
- (13) The Chair will provide internal representation of UBSS where agreed by the AIC and/or the Academic Senate in relevant professional and/or academic forums;
- (14) The Chair of the AIC has other such functions as may be prescribed by the Academic Senate.

3.0 MEETINGS

- (7) The AIC shall meet no less than twelve times in each calendar year.
- (8) At least a 7 day notice is required specifying the place, the day and the hour of the meeting, and in the case of special business, the general nature of that business.
- (9) The Secretary of the AIC will be an employee of UBSS or GCA as nominated by the Executive Dean.

4.0 FILLING OF CASUAL VACANCY

- (5) If there is a casual vacancy in the membership of the AIC, the Academic Senate shall appoint a new member either independent of or through nomination by the AIC membership;
- (6) Casual vacancies may be filled out-of-session by the Academic Senate through teleconference or e-mail deliberations.

COURSE ADVISORY COMMITTEE

Course Advisory Committee

Terms of Reference

Course Advisory Committee

- (10) There is to be a Course Advisory Committee (CAC).
- (11) The CAC is to be a sub-committee and working group of the Academic Senate responsible for course development and annual review of course outcomes.
- (12) The Academic Senate may delegate some of its functions to, and will supervise and monitor the CAC.

1.0 Functions of the CAC

- (5) The CAC shall be the advisory body responsible to the Academic Senate for the development, monitoring and review of all UBSS course offerings and awards. Its role and powers are advisory in nature and the Academic Senate has power to adopt or veto its recommendations. Its functions include:
 - (m) Review of UBSS courses against the UBSS Course Review Policy;
 - (n) Consider and recommend to the Academic Senate any proposals for new courses or major amendments or additions to current courses (such as new majors, etc);
 - (o) Benchmarking of courses against university and/or private education courses of the same nomenclature to ensure that the course rationale, objectives, outcomes, structure and content are consistent with national sector norms;
 - (p) Conducting an annual review and trend analysis of course progression, retention and completion rates, mean student average, student satisfaction and graduate destination by course and award level, and linking with any findings with 1.(a) above, where relevant;
 - (q) Advice to the Academic Senate on any relevant Commonwealth or State Government regulatory requirements in relation to course development and review and their potential implications.

2.0 MEMBERSHIP OF THE CAC

- (1) Members shall be appointed by the Academic Senate and shall include -
 - (g) The Chair (external);
 - (h) The Dean of UBSS (ex-officio)
 - (i) At least 2 academic members with teaching, learning and research expertise in each of the following specialisations:
 - a. Accounting and/or Finance;
 - b. Business and/or General Management;
 - (j) Such other persons, external to UBSS, as the Academic Senate may appoint after considering the advice of the CAC and who shall have relevant academic disciplinary expertise.
- (2) A member of the CAC holds office:
 - (l) In the case of the Chair for a term of three (3) years;
 - (m) ex officio members for the period that person/s hold their office at UBSS;
 - (n) In the case of staff members for a term of three (3) years;
 - (o) Members of the CAC may be re-appointed as the case may be for a maximum of three (3) further terms of office unless otherwise agreed by majority vote of the Academic Senate.

2.1 Chair of the CAC

- (15) The Academic Senate shall appoint a person to be the Chair of the CAC, and shall do so whenever a vacancy in the office of Chair of the CAC occurs;
- (16) The Chair shall be external to UBSS and GCA;
- (17) The Chair shall be responsible for chairing of meetings and ensuring the CAC adheres to its terms of reference;
- (18) The Chair will provide external representation of UBSS where agreed by the CAC and/or the Academic Senate in relevant professional and/or academic forums;
- (19) The Chair of the CAC has other such functions as may be prescribed by the Academic Senate.

3.0 MEETINGS

- (10) The CAC shall meet no less than twice (2) in each calendar year.
- (11) At least a 7 day notice is required specifying the place, the day and the hour of the meeting, and in the case of special business, the general nature of that business.
- (12) The Secretary of the CAC will be an employee of UBSS or GCA as nominated by the Executive Dean.

5.0 FILLING OF CASUAL VACANCY

- (7) If there is a casual vacancy in the membership of the CAC, the Academic Senate shall appoint a new member either independent of or through nomination by the CAC membership;
- (8) Casual vacancies may be filled out-of-session by the Academic Senate through teleconference or e-mail deliberations.

Name: CAC Membership & Terms of Reference	Approval Date: March 2011:	V.1
Author: S. Tennant & Associates	Updated: July 2012 (UBSS Name Change)	V.2
Author: Wayne Smithson	Updated: July 2018 change of Academic Board to Academic Senate	V.3

THRESHOLD STANDARDS AUDIT COMMITTEE

Threshold Standards Audit Committee Terms of Reference

Threshold Standards Audit Committee

- (1) There is to be a Threshold Standards Audit Committee (TSAC).
- (2) The TSAC is to be a sub-committee and working group of the Academic Senate responsible for monitoring and reviewing the Higher Education Standards Framework (Threshold Standards) 2015 at UBSS.
- (3) The Academic Senate may delegate some of its functions to and will supervise and monitor the TSAC.

1.0 Functions of the TSAC

- (1) The TSAC shall be the advisory body responsible to the Academic Senate for the monitoring and review of all matters of academic compliance at UBSS. Its role and powers are advisory in nature and the Academic Senate has power to adopt or veto its recommendations. Its functions include:
 - (a) Review of Higher Education Standards Framework (Threshold Standards) 2015 relating to UBSS compliance with these standards;
 - (b) Consider and recommend to the Academic Senate any proposals for new policies and procedures or major amendments or additions to current policies and procedures;
 - (c) Conducting a tri-annual review compliance with relevant standards and related sub-standards of the HE Standards Framework;
 - (d) Advice to the Academic Senate on any relevant Commonwealth or State Government regulatory requirements in relation to compliance requirements and their potential implications.

2.0 MEMBERSHIP OF THE TSAC

- (1) Members shall be appointed by the Academic Senate and shall include;
 - (a) The Chair shall be elected by the Academic Senate or the Dean as representative of the Academic Senate

At least 1 UBSS Program Director (ex officio) with teaching, learning and research expertise;
 - (b) Such other persons, external to UBSS, as the Academic Senate may appoint after considering the advice of the TSAC and not exceeding three in number who shall have relevant academic disciplinary expertise.
- (2) A member of the TSAC holds office:
 - (a) ex officio members for the period that person/s hold their office at UBSS;
 - (b) External members of the TSAC will be appointed for the period of one (1) year.
 - (c) External members may be re-appointed as the case may be for a maximum of three (3) further terms of office unless otherwise agreed by majority vote of the Academic Senate.

2.1 Chair of the TSAC

- (1) The Chair shall be elected
- (2) The Chair shall be responsible for chairing of meetings and ensuring the TSAC adheres to its terms of reference;
- (3) The Chair will provide external representation of UBSS where agreed by the TSAC and/or the Academic Senate in relevant professional and/or academic forums;
- (4) The Chair of the TSAC has other such functions as may be prescribed by the Academic Senate.

3.0 MEETINGS

- (1) The TSAC shall meet no less than three (3) times in each calendar year.
- (2) At least 10 days' notice is required specifying the place, the day and the hour of the meeting, and in the case of special business, the general nature of that business.
- (3) The Secretary of the TSAC will be an employee of UBSS or GCA as nominated by the UBSS Dean.

4.0 FILLING OF CASUAL VACANCY

- (1) If there is a casual vacancy in the membership of the TSAC, the Academic Senate shall appoint a new member either independent of or through nomination by the TSAC membership;
- (2) Casual vacancies may be filled out-of-session by the Academic Senate through teleconference or e-mail deliberations

Name: TSAC Membership & Terms of Reference	Approval Date: 25 August 2019	V.1
Author: Jotsana Roopram	Updated: 30 August 2019 Ensured all terms are up to date including Academic Senate	Review Date: 1 st August 2022

The 2021 Standing Committees Meeting Schedule –

MEETING SCHEDULE 2021 v3												
GCA Group Colleges Australia												
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
GCA Board		18		22							04	
GCA Executive & Management (EMT)		04	04	01	06	03	01	05	02	07	04	02
Audit & Risk Committee (ARC)	27		24			23				14		
Academic Senate (AS)	20		17		12		21		15		10	
Academic Integrity Committee (AIC)	21			22	13			12	02			02
Grade Review Committee (GRC)			17			09			01			
Course Advisory Committee (CAC)		03				02			02			
Work Health Safety (WHS)	27		24			23				14		
Sexual Assault/Harassment (SASH)	28		25		27		08		30	21		
UBSS Graduation					19 & 20							
Threshold Standards Audit Committee (TSAC)		16,23	02									
Student Experience Committee (SEC)	20, 27	03, 17, 24	03, 17, 24, 31	-	05, 12, 26	09, 16, 23	07, 14, 21	11, 25	08, 15, 29	06, 13, 27	03, 17	01
Academic Committee (AC)	20, 27	03, 17, 24	03, 17, 24, 31	-	05, 12, 26	09, 16, 23	07, 14, 21	11, 25	08, 15, 29	06, 13, 27	03, 17	01
PEST			03		05		07		08		03	
CENSUS		29			21				10			

Group Colleges Australia Pty Ltd
Level 10, 233 Castlereagh Street Sydney NSW 2000
Locked Mail A3100 Sydney South NSW 1205
Tel 1300 422 422 Fax +61 2 91101648 Website www.gca.edu.au
ABN: 11 085 429 732 ACN: 085 429 732 CRICOS Provider Number: 02571D

The schedule is also available at - <https://www.ubss.edu.au/media/1810/meeting-schedule-2021.pdf>

The 2021 **Chairs and Secretaries** List –



Committee Chairs and Secretaries 2021

GCA Board	Chair – Alan Manly Secretary – Anurag Kanwar
GCA Executive & Management (EMT)	Chair – Alan Manly Secretary – Assistant Professor Jotsana Roopram
Audit & Risk Committee (ARC)	Chair – Emeritus Professor Greg Whateley Secretary – Assistant Professor Jotsana Roopram
Academic Senate (AS)	Chair – Emeritus Professor Greg Whateley Secretary – Assistant Professors Jotsana Roopram/Natasha Jacques
Academic Integrity Committee (AIC)	Chair – Associate Professor Wayne Smithson Secretary – Navpreet Kaur
Grade Review Committee (GRC)	Chair – Associate Professor Andy West Secretary – Assistant Professor Richard Xi
Course Advisory Committee (CAC)	Chair – Simon Chhoeu Secretary – Assistant Professor Richard Xi
Work Health Safety (WHS)	Chair – Jason Whitfield Secretary – Usman Sindhu
Sexual Assault/Harassment (SASH)	Chair – Sir Gerard Newcombe Secretary – Associate Professor Andy West
Threshold Standards Audit Committee (TSAC)	Chair – Assistant Professor Jotsana Roopram Secretary – Assistant Professor Natasha Jacques
Student Experience Committee (SEC)	Chair – Associate Professor Andy West Secretary – Assistant Professor Jotsana Roopram
Academic Committee (AC)	Chair – Associate Professor Andy West Secretary – Associate Professor Felix Stravens
PEST	Chair – Usman Sindhu Secretary – Assistant Professor Natasha Jacques

The information can also be located at - https://www.ubss.edu.au/media/1809/committee-chairs-and-secretaries_2021.pdf