

Academic Board

Terms of Reference



Queensland Institute of Business Technology Pty Ltd
ABN 38 076 195 027

Document

Document Name	Academic Board Terms of Reference
Brief Description	This Document describes and outlines Griffith College's Academic Board. Key concepts contained in this document include membership, tenure and frequency of meeting and reporting.
Responsibility	College Director and Principal
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Authorising Body	Board of Directors

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
24.03.2021	5	Updated to reflect frequency of meetings and appointment of new Chair	College Director and Principal

Related Documents

Name	Location
N/A	N/A

Contents

1	Purpose and Scope	3
2	Document Contents	3
2.1	Terms of Reference	3
2.2	Membership	3
2.3	Tenure and frequency of meeting.....	3
2.4	Self Review	4
2.5	Reporting	4

1 Purpose and Scope

The purpose of this document is to provide persons with a description of Griffith College's Academic Board and its relevant concepts.

2 Document Contents

2.1 Terms of Reference

The Academic Board is the senior academic body with delegated authority from the Board of Directors of Queensland Institute of Business and Technology Pty Ltd trading as Griffith College to oversee the academic quality assurance of the College.

It reports to the Board.

The key areas of responsibility of the Academic Board are:

- approval of new programs;
- approval of major program changes to existing programs;
- noting of minor program changes to existing programs;
- Overseeing comprehensive periodic program reviews;
- conferral of academic awards;
- oversight of academic quality;
- endorsing accreditation and reaccreditation submissions;
- providing feedback, reviewing the effectiveness of approving and endorsing academic policies;
- advising on strategic academic direction;
- monitoring progress against accreditation conditions;
- receiving reports on progress against Teaching & Learning Plans; and
- report on academic quality assurance by way of its reports to the Board.

The College Program Advisory Committees report to the Academic Board. The Academic Board also has the authority to establish standing committees as required. The Appeals Committee is a standing committee of the Academic Board.

2.2 Membership

- Chair
- College Director and Principal (ex officio)
- Academic Director (ex officio)
- Director, Student and Academic Services (ex officio)
- Two academic staff members, nominated by the Griffith College Academic Director
- Two students, nominated by the Griffith College Student Learning Advisors
- Deputy Chair, Griffith University Academic Committee and Chair Griffith University Programs Committee (ex officio)
- Dean, Learning & Teaching, Griffith Business School (ex officio)
- Dean, Learning & Teaching, Griffith Science (ex officio)
- Dean, Learning & Teaching, Health Group, Griffith University (ex officio)
- Dean, Learning & Teaching, Arts, Education and Law Group, Griffith University (ex officio)
- Two representatives from relevant industry associations/enterprises nominated by the College Director and Principal

The Manager, Quality and Compliance is Secretary.

2.3 Tenure and frequency of meeting

The Academic Board meets three times a year, with any other business conducted by flying minute.

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.

Those who are members through invitation serve a term of three years (including the Chair). Members whose term has ended can be re-nominated to serve another term of membership.

2.4 Self Review

The Academic Board will undertake an annual review of its performance against the standards established within the Higher Education Standards Framework 2021 for Academic Boards, and report outcomes and actions to the College's Board of Directors.

2.5 Reporting

The Academic Board shall provide a report and minutes of each of its meetings for consideration by the Griffith Board of Directors following each of its meetings.