

ACADEMIC STANDARDS COMMITTEE

A committee of the Academic Board

There shall be an Academic Standards Committee:

- (a) whose purpose is to assist the Academic Board and Member Institutions to ensure that:
 - (i) student learning is maximized;
 - (ii) coursework programs and the coursework units contained within them express the mission of the Sydney College of Divinity;
 - (iii) academic standards appropriate to the Sydney College of Divinity as a degree-granting institution in the Australian Higher Education system are maintained;
 - (iv) those standards are maintained uniformly across the various Member Institutions;
 - (v) academic standards are sufficiently high to meet Government accreditation requirements;
- (b) whose terms of reference shall be:
 - (i) in respect of courses, to
 - 1) make recommendations to Academic Board concerning College Policy on all coursework awards for courses up to and including postgraduate courses;
 - 2) provide preliminary advice to Member Institutions and the Academic Board concerning the academic soundness, relevance and viability of course units submitted for approval by Member Institutions and their conformity with College Policy on awards for courses;
 - 3) consider those courses which have been approved by the Council and Academic Board in principle, and recommend to the Academic Board such of them as, in the Committee's opinion, merit consideration by the Academic Board and Council for accreditation;
 - 4) consider significant changes to established courses submitted by Member Institutions and make recommendations concerning them to the Academic Board;
 - 5) receive and comment upon new course unit outlines within existing courses submitted by Member Institutions;
 - 6) undertake reviews of accredited courses when required;
 - 7) establish such subcommittees as it deems necessary to assist with advice on any aspect of its work and pertinent to the College curriculum;
 - 8) keep current relevant sections of the Policy and Procedures Manual;
 - (ii) in respect of Institutional Moderations, to
 - 1) nominate the names of External Moderators to the Academic Board for ratification;
 - 2) receive the reports from Moderation Panels, make the Moderators' report available to the Member Institution for comment, and present the Report to Academic Board together with the Member Institution's response;
 - 3) make recommendations to the Academic Board concerning the process by which moderation of institutional standards is achieved within the College;

- 4) keep current the relevant section of the Policy and Procedures Manual;
- (iii) in respect of Discipline Moderations, to
- 1) keep under review the academic regulations of each Member Institution within the College;
 - 2) recommend to Academic Board the schedule of annual moderation of each Discipline so that each Discipline is moderated at each Member Institution every five years;
 - 3) monitor the procedures as set out in the Moderation Guidelines and make recommendations for change to Academic Board when required;
 - 4) nominate the names of the External Moderators to the Academic Board for ratification;
 - 5) keep current the relevant section of the Policy and Procedures Manual;
- (iv) in respect of Monitoring Assessment Results, to
- 1) keep under review the assessment procedures of each Member Institution within the College;
 - 2) monitor the assessment of student grades as per the procedure set out in the document entitled Monitoring Assessment Results – Procedures;
 - 3) monitor the procedures for monitoring assessment results and make recommendations for change to Academic Board when required;
- (v) in respect of Faculty Accreditation, to
- 1) assess applications for accreditation of faculty in all Member Institutions for the period of the Award's accreditation as per Accreditation of Academic Faculty: Policy and Procedures;
 - 2) make recommendations to Academic Board on the outcomes of the assessment;
 - 3) monitor the procedures for faculty accreditation and make recommendations for change to Academic Board when required;
- (vi) in respect of Institutional Membership, to
- 1) provide a Working Party to assess and advise on academic matters relating to applicant institutions as required by the Institutional Membership Committee;
- (c) whose Membership shall be as follows:
- (i) composition:
- 1) two external academics;
 - 2) Director of Coursework;
 - 3) Academic Deans from Member Institutions, from whom the following will be appointed:
 - a. Chair of the Accreditation Sub-Committee;
 - b. Convenor of Monitoring Assessment Results;
- (ii) chairperson:
- 1) appointed by the Academic Board on the nomination of the Committee;
 - 2) an external academic;
 - 3) coopted to the Academic Board if not already a member of the Board;

- (iii) terms of membership:
 - 1) external members shall be appointed by the Academic Board for a period of two years;
 - 2) any person who currently serves on the Committee is eligible for reappointment to the committee;
 - 3) the Chair of the Accreditation Sub-Committee and the Convenor of Monitoring Assessment Results shall be appointed for a period of two years;
- (d) which shall meet and report as follows:
 - (i) the Academic Standards Committee normally shall meet monthly, except for January and June;
 - (ii) the Academic Standards Committee will report on its activities to each meeting of the Academic Board;
- (e) which shall have an Accreditation Sub-Committee:
 - (i) whose membership shall be as follows:
 - 1) chair appointed by the Academic Standards Committee from amongst its membership;
 - 2) one other member of the Academic Standards Committee on a rotational basis;
 - 3) one academic external to the Academic Standards Committee;
 - 4) Director of Coursework;
 - (ii) whose terms of reference shall be to:
 - 1) assist the Academic Standards Committee in considering issues relating to new awards and course units and changes to awards and course units by receiving and evaluating submissions;
 - 2) assist Academic Standards Committee in faculty accreditation by receiving and evaluating applications by faculty for accreditation to teach;
 - 3) make recommendations to the Academic Standards Committee on all of the above;
 - (iii) which shall meet as required by the Academic Standards Committee;
 - (iv) which shall report on its activities to each meeting of Academic Standards Committee.