

LANGUAGES OTHER THAN ENGLISH COMMITTEE

A committee of the Academic Board

There shall be a Languages Other than English (LOTE) Committee:

- (a) which shall be constituted as follows:
 - (i) the Dean (Chair);
 - (ii) the Dean of Studies of each SCD LOTE program;
 - (iii) the Director of Coursework;
 - (iv) one other member of Academic Board, to be appointed by the Board;
 - (v) one external academic with relevant expertise, to be appointed by the Board;
 - (vi) such co-opted members as may be required from time to time, to be appointed by the Board;

- (b) which shall oversee each academic program in a Language Other than English and report regularly to the Academic Board in respect of each program under the following terms of reference, which state that the Committee shall:
 - (i) meet at least twice a semester;
 - (ii) cooperate in regular moderations of each LOTE program in line with SCD moderation policies and procedures;
 - (iii) submit details of proposed teaching staff to Academic Board through ASC for accreditation in line with normal SCD procedures;
 - (iv) submit results to ASC for monitoring in line with normal SCD procedures;
 - (v) with the assistance of the Director of Student Administration and, as necessary, translation assistance, ensure the participation of each LOTE program Registrar in SAC;
 - (vi) with the assistance of the Chair of the Library Committee and, as necessary, translation assistance, ensure the participation of each LOTE program Librarian in the Library Committee;
 - (vii) as required by Academic Board, ensure the participation of each program's Dean Of Studies or a deputized lecturer in the Learning and Teaching Committee, the Distance Education Committee, and/or Research Committee;
 - (viii) oversee the participation of the Dean of Studies and the academic staff in appropriate professional development;
 - (ix) determine which units from the accredited program are to be offered ahead of each semester and notify them to the Director of Student Administration for forwarding to the relevant government agency;
 - (x) allocate teaching and related duties to individual teachers in line with their accreditation by Academic Board on the recommendation of ASC;
 - (xi) submit regular Activities Reports for each LOTE program in line with normal SCD procedures;

- (xii) oversee issues of student welfare in respect of each LOTE program, including assistance with enrolment, questions of progress, and lodgment of appeals or grievances, in line with normal SCD policies and procedures;
 - (xiii) oversee the maintenance of adequate and correct web pages and other forms of publicity;
 - (xiv) oversee the liaison of the Dean of Studies and LOTE faculty with SCD Discipline Coordinators and, as relevant, Course Unit Coordinators;
- (c) to which, when a LOTE program is offered directly by SCD, the Academic Board delegates its role as the Academic Board of the teaching institution to the LOTE Committee while retaining its normal role in the institutional governance of SCD.

NOTES

1. This Policy is directed in the first instance to the offering of the BTh (Korean Medium) directly by SCD. In the event that a LOTE program might, in the future, be delivered by a Member Institution, the same points of policy will generally still apply because there is perceived to be a need for more centralized quality control to ensure appropriate accountability where there is added risk of communication failure due to the involvement of the foreign medium in which the course is conducted.
2. Learning resources, including the library and internet access, must be notified to and approved by NSW DET together with information about actual site(s) and teaching and key general staff in SCD's application to establish or reaccredit any LOTE program, including the BTh (Korean Medium), and the associated CRICOS approval for international students.
3. A moderation of each LOTE program, including the BTh (Korean Medium), will be conducted at the end of its first year of operation, and regular moderations will be conducted thereafter at appropriate intervals, to be determined by the Academic Board.
4. Semester and census days and student fees lie within the province of Council, acting through the Office of the Dean.