



Terms of Reference for the Academic Board

Policy Code: TORAB

Version 1.2

Effective Date: 22/02/2013

Committee Rationale

The purpose of the Academic Board is to ensure that academic activity is promoted and conducted, as the primary activity undertaken IHM, in a manner that is conducive to IHM's success as a Higher Education institution and in accordance with all relevant legislative and ethical requirements. The Board will encourage the development and maintenance of high standards of teaching, learning and scholarship.

The Academic Board oversees the academic governance and provides advice to the Board of Governors on all relevant matters and is responsible for advising on all academic matters of IHM with particular emphasis on the overview of academic programs of the organisation, assessment standards and practices and accreditation accountability requirements. The advice may relate to, but is not be limited to the following:

- Academic policies and procedures
- Academic plans and priorities
- Academic quality assurance mechanisms including community engagement
- Teaching, learning and research activities
- Assessment monitoring/moderation
- Benchmarking academic standards
- Teaching staff succession planning

To assist with these matters the Academic Board has established a number of committees, principally the Teaching and Learning Committee, the Course Advisory and Development Committee, the Library Committee, the Survey Management Committee and the Research Committee.

Proposed Membership

Internal members:

- CEO
- Director of Studies
- Current Course Coordinator
- One Contract Academic
- One Student Representative currently enrolled with the Institute



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External members:

- Two members, with nursing/professional/industry and academic expertise
- Chair to be appointed by the Board of Governors on the nomination of the CEO

Student representatives on the Committee both contribute feedback directly and also assist in the evaluation of the formal written feedback collected from the wider student body.

Period of Office

Elected, appointed and nominated positions of the Board shall be for a period of two (2) years. Student positions shall be for a period of one (1) year. Members are able to serve consecutive terms if appropriate with a maximum of three consecutive terms.

Removal and Resignation of Members

The Academic Board may remove a member if:

- a. The member, without approval of the Chair, fails to attend three consecutive meetings without notification; (Please refer to section on Attendance at Meetings and Apologies)
- b. In the opinion of the Chair and/or other members the performance by the member of their duties has been found to be unsatisfactory; or
- c. In the opinion of the Chair and/or other members the member has engaged in misconduct of a serious or recurrent nature.

A committee member of the Academic Board other than the Chair may resign in writing and submit to the Chair.

Co-opted Members

The Academic Board may co-opt additional members when required. The term of office of co-opted members by the Committee shall be specified at the time of co-option and such members shall have all rights of other members.



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Observers

Members of the IHM community may attend meetings of the Committee as Observers after seeking approval from the Chairperson. Observers, with permission of the Chairperson may address the Committee on issues being considered by the Committee.

Attendance at Meetings and Apologies

Committee members are asked to make every effort to attend all meetings of the Academic Board. Members who are unable to attend a meeting should, as a matter of courtesy, convey their apologies to the Secretary before the commencement of the meeting. Such apologies will be noted at the meeting and are recorded in the minutes.

Members who expect to be absent for up to three consecutive Committee meetings in a calendar year should apply for a leave of absence. If a member requires a leave of absence, permission should be sought in writing from the Chair.

Terms of Reference

The functions of the Academic Board are to advise the Board of Governors and the CEO on:

- Academic policies and procedures
- Academic plans and priorities
- Academic course accreditation and related quality assurance mechanisms
- Teaching and research activities
- Courses of study

The responsibilities of the board include:

- Making recommendations to the Board of Governors with regard to the endorsement of curricula, review and customisation.
- Making recommendations to the Board of Governors with regard to the conferral of awards and after academic review where appropriate, authorise changes to the structure and content of existing awards.
- Making recommendations to the Board of Governors with regard to the approval of academic planning including the oversight and monitoring of the implementation of academic policies and procedures and ensuring periodic review of these.
- Promoting and ensuring academic quality assurance (internal and external) and implementation including effective mechanisms to collect regular, valid and reliable



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feedback from stakeholders, students, graduates, staff and employers of graduates and ensuring that there are effective mechanisms in place to safeguard that the feedback is acted upon to bring about improvement.

- Reporting to the Board of Governance key data and recommendations based on data pertaining to academic matter such as student progress and feedback.
- Deliberating upon arrangements for articulation and entry requirements for courses including the consideration of the granting of advanced standing and/or concurrent standing to prospective students.
- Making recommendations to the Board of Governors with regard to teaching and learning quality and standards.
- Establishing assessment policies and procedures, including moderation practices and the monitoring and approval of releasing grades recommended by the Teaching and Learning Committee (Review).
- Making recommendations to the Board of Governors with regard to graduate attributes.
- Reviewing and making decisions when required about student appeals in relation to the implementation of IHM's academic assessment and program requirements and for the procedures that are employed in the appeals process.
- Considering and reporting on any matter referred to the Academic Board by the Board of Governors or the CEO.
- Establishing sub-committees, as appropriate, to facilitate the discharge of its responsibilities and taking action on reports from those sub-committees as appropriate.
- Making recommendations to the Board of Governance with regard to teaching and learning quality and standards;
- Assessing, monitoring and reporting risks relating to the overall academic strategy.

Courses of Study and Awards

The Academic Board will make recommendation to the Board of Governors in relation to:

- The terms and conditions upon which a student may be admitted to a course of study and the progression of that student in the course of study.
- Examinations and assessment for completion of the course of study and the conferring of awards.
- Formal recommendation to the Board of Governors concerning a student's eligibility for graduation.

Further information relating to Committee Terms of Reference is available in the Governance and Committee Framework and Guidelines.



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Secretarial Arrangements

The Chair shall nominate an appropriate administrative staff member to act as the Minute Secretary. The Minute Secretary must attend all meetings and has the responsibility, as directed by the Chair, for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. The Minute Secretary does not have the rights of audience and debate.

Further information for Committee Secretaries is available in the Committee Secretary Handbook and in the Governance and Committee Framework and Guidelines.

Agendas and Minutes

Agendas, minutes and supporting documents shall be distributed to members of the Academic Board at least two (2) working days prior to the upcoming meeting.

Except with the express permission of the Chair, late papers and agenda topics will not be accepted and included in the upcoming meeting. All papers and topics must be submitted to the Academic Board five (5) working days prior to the upcoming meeting.

Agendas, minutes and associated meeting papers may be distributed electronically via email, or by uploading to intranet.

The Academic Board shall keep the minutes of all meetings. All documentation shall be retained in the Institute's primary electronic storage system in Governance.

Questions

Questions relating to Academic Board processes and resources in the Institute may be put through the Chair of the Committee to any member present. The Chair may disallow any question.

Alternative Chair

The Chair shall nominate a deputy Chair if they will be absent for a meeting.



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Proxies

Proxies are permitted with prior approval of the Chair. Full requirements of Committee proxies are set out in the Governance and Committee Framework and Guidelines.

Quorum

A quorum for the Academic Board shall be half of the membership plus one.

The Academic Board is not considered properly convened and will be unable to finalise recommendations unless there is a quorum. Should a Committee meeting lack a quorum; no further business will be transacted. Items scheduled to be considered at the meeting will normally be held to the next meeting.

See full requirements of quorum requirements in the Governance and Committee Framework and Guidelines.

Conflict of Interest

There may at times be an issue discussed at a committee meeting that may cause a member to have a conflict of interest. If a conflict of interest occurs the following procedures should be applied:

- a. A committee member who has a pecuniary interest or other conflict of interest in a matter being discussed or about to be considered by the committee must, as soon as possible after the relevant facts have come to their knowledge, declare the nature of the interest at a committee meeting or in writing addressed to the chair.
- b. If the Chair receives written notification, the Chair will report it at the next meeting.
- c. The notification of conflict of interest must be recorded in the minutes of the meeting.
- d. After notification of conflict of interest, the member:
 - i. must not be present during any deliberation in respect to the area of conflict of interest unless the committee otherwise directs;
 - ii. Is not entitled to vote on the matter and any vote submitted will be disallowed.

The Board of Governors and the Chair of the Committee may remove a member of a committee if the member fails to disclose a pecuniary or other conflict of interest.

See further information relating to Conflict of Interest in the Governance and Committee Framework and Guidelines.



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Confidentiality and Privacy (In Camera)

At times some items discussed by the committee will be considered too sensitive to be released to the Institute general environment. When this occurs a portion of the meeting will be held 'in camera'. The Chair may ask observers or other non-members to leave the meeting while the *in camera* item is discussed. These items are recorded in an *in camera* version of the minutes which are released at a later date.

See further information relating to Confidentiality and Privacy in the Governance and Committee Framework and Guidelines.

Meeting Schedule

The Academic Board shall meet four times per year as scheduled. Additional meetings may be scheduled on a needs basis to enable the Committee to discharge its duties.

Meeting Procedures

Committee meetings can be undertaken face-to-face, by telephone (teleconferencing) or by electronic means such as Skype.

Sub-committees and Working Parties

The Academic Board may at times establish sub-committees and/or Working Parties to assist its work, functions and to consider special issues. The Academic Board will be advised when a Sub-committee or Working Party is established by the Academic Board.

The Academic Board will receive reports from established Sub-committees and Working Parties and has the responsibility to monitor and evaluate the activities in respect to each Sub-committee's functional responsibility.

Projects

The Academic Board's focus is on setting direction and ensuring accountability for the relevant Committees rather than the specific implementation of responsibilities of Academic project management. The Board can, however, ask for and receive presentations and updates on projects from any teams, sub-committees, working parties of any of the relevant governance committees as needed.



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Reporting

In order to comply with all reporting requirements, the following will be undertaken:

- Minutes of meetings shall be submitted for consideration of the Board of Governors;
- The Minutes will be retained in the Institute's primary electronic management system in Governance for use in regulatory reporting.

General Guidelines

The Committee, as with all IHM committee's will be guided by the following indicators of good practice in governance:

- All relevant papers for the committee will be distributed to members at least 2 working days prior to the committee meeting.
- Committee members may not delegate their position on the committee to other staff except in the case of the CEO who may nominate a senior member of staff.
- Minutes will be taken at each meeting, and confirmed at the following meetings. All corrections to minutes must be tabled at the relevant meeting.

Review and Reference

The Terms of Reference and the functions of the Academic Board will be subject to a periodic review by the Academic Board to ensure that it is operating effectively and fulfilling its functions and to guarantee continuing relevance. At the end of the 12-month period the Committee will undertake a self-evaluation of performance. Any areas requiring further attention in the following year will be addressed.



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Committee Approved on:	22/02/2013
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Self-Review Date	22/02/2016

Table of Amendments

Version Number	Version Date	Authorised Officer	Amendment Details
0.1	03/12/2012		Creation of Draft Document
1.1	22/02/2013		Approved by Board of Governors
1.2	12/11/2013		Added a TOR on reporting risk to the QA & risk management committee. Added a paragraph on exceptions handling. Changed rationale.
1.2	19/11/2013		Endorsed by the Academic Board