



## ACADEMIC BOARD TERMS OF REFERENCE

<b>Responsible officer</b>	Chief Academic Officer	
<b>Contact</b>	Policy Coordinator, <a href="mailto:policy@morling.edu.au">policy@morling.edu.au</a>	
<b>Approved by</b>	Morling College Board	
<b>Responsible body</b>	Academic Board	
<b>Approval date</b>	21 March 2020	
<b>Effective date</b>	21 March 2020	
<b>Review date</b>	August 2022	
<b>Compliance Reference</b>	HES_6.3	
<b>Superseded documents</b>	MC Academic Board Terms of Reference, approved 2019	
<b>Related documents</b>	Learning and Teaching Terms of Reference Research Committee Terms of Reference	
<b>Policy classification</b> <i>Select a General OR Academic option</i>	<b>General</b>	<b>Academic</b> Academic Governance

### 1. ROLE

The Academic Board is a sub-committee of the Morling College Board, delegated to provide academic governance. Its role is to ensure the academic activities of Morling College as a Higher Education Provider (HEP) are reputable, of high quality, comply with institutional policy requirements, deliver expected outcomes for students and that all qualifications awarded are credible for the level of qualification involved. It also makes provision for the sharing of expertise between faculties and departments within Morling College (MC), to foster the overall quality of learning, teaching and research.

Its responsibilities encompass learning, teaching, scholarship, research, research training and professional development. It is accountable to the MC Board for the development of academic strategy, the formulation of academic policy, the promotion of academic integrity, and the management of academic risk.

Morling College's academic governance is required to comply with the Higher Education Standards Framework (Threshold Standards) 2015 under the Tertiary Education Quality and Standards Agency Act 2011. These standards require a clear demarcation between academic and corporate governance.

## 2. DEFINITIONS

Key Term - Acronym	Definition
MC	Morling College
AB	Academic Board
HEP	Higher Education Provider
TEQSA	Tertiary Education Quality Standards Agency

## 3. CONTEXT STATEMENT

MC is a registered Higher Education Provider (PRV12034) of accredited courses in Education, Counselling and Chaplaincy and Spiritual Care. MC also offers courses in Theology (AQF 5-10), accredited through a third party arrangement with the Australian College of Theology. MC is also a College of the University of Divinity, offering accredited Higher Degree Research training (AQF9-10). Consequently, MC's policies will incorporate the appropriate academic requirements for each area according to the relevant accrediting authority.

Most of MC's Theology students study courses from the ACT, so academic and student policies are set by the Australian College of Theology, and these can be located at <http://www.actheology.edu.au/policies.php>.

Policies relevant to students under the University of Divinity accreditation, can be located at <http://www.divinity.edu.au>

MC academic and student policies will be set in areas for its own HEP requirements in Education, Counselling and Chaplaincy and Spiritual Care, and for relevant whole of institution HEP requirements.

The Academic Board's role primarily relates to the academic governance of courses offered by Morling as an independent HEP. It relates indirectly to courses offered under third party arrangements with other HEPs, insofar as it makes provision for the sharing of expertise between faculties and departments, to foster the quality of learning, teaching and research within MC.

The Academic Board also monitors quality indicators and academic risks for all courses offered at MC.

## 4. RESPONSIBILITIES

- 4.1 Establish, monitor and sustain the high quality, compliance and integrity of the higher education provided by Morling College
- 4.2 Ensure quality learning experiences and outcomes for students

- 4.3 Evaluate the effectiveness of academic activities, including establishment and external review of institutional benchmarks
- 4.4 Pursue the highest standards of academic integrity
- 4.5 Identify, monitor and address risks to the academic standards and academic integrity of MC
- 4.6 Oversee the development of new TEQSA complying awards and conducting regular reviews of existing awards
- 4.7 Determining which courses will be removed from accreditation
- 4.8 Oversee the approval of units of study for Courses accredited by MC;
- 4.9 Oversee the moderation of student results
- 4.10 Identify, evaluate and implement appropriate educational innovation
- 4.11 Establish, oversee and review academic policies and procedures, for Courses accredited by MC in accordance with:
  - 5.10.1 statutory and regulatory requirements
  - 5.10.2 MC academic policies, procedures, and standards
- 4.14 Oversee the development, implementation and monitoring of strategic plans for research and for learning and teaching
- 4.13 Appoint committees, including approval of the membership and terms of reference for such committees, to fulfil these responsibilities
- 4.15 Certify to the MC Board:
  - 4.15.1 that the conditions prescribed for admission to MC degrees and the award of these have been fulfilled and, on that basis, recommend to the MC Board admission to those degrees
  - 4.15.2 annually that the responsibilities set above have been discharged

## **5. SUBCOMMITTEES OF THE ACADEMIC BOARD**

- 5.1 Learning and Teaching Committee (LTC)
- 5.2 Research Committee (RC)

## **6. MEMBERSHIP**

- 6.1 One Chairperson, appointed by the MC Board, who is to be a senior academic and a member of the MC Board
- 6.2 Chief Academic Officer (Executive Officer)
- 6.3 Principal

- 6.4 Registrar
- 6.5 One representative from each Faculty area of Morling as a HEP, currently Education; and Counselling, Chaplaincy and Spiritual Care
- 6.6 A representative from Bible and Theology (non-voting) has a standing invitation to attend
- 6.7 Chair (or representative) of the MC Learning and Teaching Committee
- 6.8 Chair (or representative) of the MC Research Committee
- 6.9 One postgraduate student elected from amongst the students enrolled in the Faculty of Education or the Faculty of Counselling, Chaplaincy and Spiritual Care
- 6.10 Up to 4 externals - academics or industry practitioners with relevant expertise
- 6.11 Academic Quality Officer (non-voting)
- 6.12 Secretary (non-voting)

All members of the Academic Board are to subscribe to MC's Statement of Faith.

## **7. TERMS OF OFFICE**

- 7.1 The term of office for an appointed member of the Board is 5 years
- 7.2 A Board member may be appointed for a period of two consecutive 5 year periods, but then is to have a period of no less than one year off the Board before being eligible for reappointment
- 7.3 The student representative will be elected for a 3 year term.

## **8. MEETINGS**

- 8.1 There will be a minimum of 4 meetings per year
- 8.2 The quorum for meetings will be 50% of members
- 8.3 When a member cannot attend a meeting, they may nominate a replacement to attend in their place
- 8.4 Decisions may be made by circular resolution between meetings if deemed necessary.
- 8.5 If not in attendance, the Chair will nominate a member to chair the meeting
- 8.6 Confirmed minutes will be provided to the MC Board

## **9. RELATED DOCUMENTS AND LEGISLATION**

[Higher Education Standards Framework \(Threshold Standards\) 2015](#)

Learning and Teaching Committee Terms of Reference

## 10. REFERENCES

Avondale Academic Board

## 11. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
3.1	AB, MC Board	21 March 2020	21 March 2020	Added quality and risk monitoring to 3. Added BAT representative (non-voting) member with a standing invitation. Added Secretary (non-voting) to membership.
3.0	AB, MC Board	6 August 2019	6 August 2019	Renamed Academic Board Terms of Reference. Updated to reflect change in MC structure and roles. Added 4.1 and 4.2 to Responsibilities. Added Principal and Academic Quality Officer to Membership. Postgraduate student to be elected for a term of 3 years; included representative from new Research Committee and Learning and Teaching Committees. Removed references to third party providers and to courses not accredited by MC. Specified that the number of meetings is a minimum.

2.0	AB, MC Board	15 May 2018	15 May 2018	Renamed Academic Board Policy. Updated to reflect changes in TEQSA standards. Membership updated to reflect changes in MC Roles and to generalise representation of third party providers. Term of office changed from 3 to 5 years. Streamlined and formatted into new template
1.0	AB, MC Board	July 2012	July 2012	Renamed Academic Board Framework. Provided more detail re responsibilities. Updated membership added Terms of Office. Included Board Executive.
0	MC Board	March 2009	March 2009	Original Terms of Reference

*Always **download** this document anew from the Policies folder on the Morling share drive, as it may have changed.*