**Goal**
Provide leadership in the development of academic policy, course rules and procedures for undergraduate and postgraduate coursework studies. Contribute to the achievement of the University’s objectives in teaching and learning.

**Terms of Reference**
EPRS is a subcommittee of the University Education Committee and will support and advise that Committee in implementing the Learning and Teaching Strategic Plan. The subcommittee will:

1. advise the Academic Senate, through UEC on course rules, including proposals for major changes to their structure and intent, and related procedures and academic policy,
2. identify gaps in education policy and areas for improvement;
3. develop draft education policies and procedures, as needed;
4. engage the University community and other committees in developing and reviewing education policies to ensure their effectiveness in providing quality outcomes;
5. facilitate the implementation of education policy requirements across the University community by, for example:
   a. communicating and providing advice on those requirements to relevant people; and
   b. developing supporting tools - such as guidelines, checklists and forms - where appropriate;
6. monitor, evaluate and review education policies on an ongoing basis to ensure their currency and effectiveness;

**Membership**
- Senior member of academic staff, appointed by Deputy Vice Chancellor Academic (Chair)
- Deputy Vice-Chancellor Academic (Deputy Chair)
- Chair of Academic Senate
- Dean of Students
- Four to six additional members of academic staff, appointed by Chair on advice from the Deputy Vice-Chancellor (Academic)
- Academic Registrar (or nominee)
- Representative from Student Administration, nominated by Academic Registrar
- Student, nominated by Chair in consultation with the Presidents of the Student Representative Council and Wollongong University Postgraduate Association

The Chair of EPRS may coopt additional members as the need arises.
EPRS may appoint specialist groups to advise as the need arises.
Quorum
The Committee shall have a quorum which is equal to one-half or, where one-half is not a whole number, the whole number next higher to one-half of the total number of members for the time being of the Committee.

Procedures for Calling a Meeting
The Chair of the Subcommittee will determine meeting dates at the start of each year and meetings will occur bi-monthly.
The Chair of the Subcommittee can call additional or extraordinary meetings, and may change the date of scheduled meetings, so long as 5 working days notices is provided.

Responsibilities of Chair and Members
The Chair will be responsible for ensuring the agenda is arranged appropriately, meetings are run smoothly and on time, the action items are followed through (with the support of the Policy and Governance Unit), advice is provided to members and progress is reported to the University Education Committee.

Members will be responsible to provide expert advice and knowledge in order to meet the objectives of the Subcommittee.

Record Keeping
Records, including minutes, reports and outcomes of the meetings will be filed on the University’s Imagereal server by the Policy and Governance Unit.

Schedule of Meetings
Meetings will be held on Wednesdays at 10.00 am for approximately 1.5 hours. EPRS will meet for a minimum of 4 times per year.

Education Policy Review Subcommittee Self-Review
EPRS will conduct a self-review at the first scheduled meeting of the year.