Policy & Governance Unit

Terms of Reference and Membership Provisions

Quality Assurance Subcommittee

Terms of Reference

The Quality Assurance Subcommittee is a formally constituted committee of the University Education Committee with particular responsibility for the quality assurance of learning and teaching, across locations.

The Quality Assurance Subcommittee shall:

1. Provide leadership in the development and implementation of a quality assurance framework aimed at achieving the University's objectives in learning and teaching and meeting relevant and appropriate academic standards.

2. Advise on and support the development of performance indicators and measures to assess the quality of learning and teaching.

3. Support, monitor and evaluate the effectiveness of the quality assurance framework for learning and teaching based on the outcomes of benchmarking activities, risk assessments, faculty self assessment and quality audits as part of the quality review process.

4. Monitor and evaluate the integration of the Graduate Qualities into the curriculum.

Membership

The Quality Assurance Subcommittee shall consist of:

- Chair, appointed by the Deputy Vice-Chancellor (Academic)
- Deputy Chair, appointed by the Deputy Vice-Chancellor (Academic)
- Deputy Vice-Chancellor (Academic)
- Academic Registrar or a nominated representative
- Four members of academic staff, appointed by the Chair, on the advice from the DVC (Academic)
- A representative of Academic Services Division appointed by the Chair, on the advice from the DVC (Academic)
- Director, Planning Services
- A representative of the Strategic Planning & Quality Office appointed by the Chair, on the advice from the DVC (Academic)

The Chair of QAS may co-opt additional members as the need arises.

QAS may appoint working groups to provide advice as the need arises.

Unless otherwise provided, the term of office of all elected members shall be two years.

Committee members taking leave of absence during their term should advise the Committee through the Chair. Decisions on short term membership replacements for members on leave of absence will be a matter for the Committee to determine on advice from the Chair.
Current Membership

Prof David Griffiths   Chair
Dr Margaret Wallace   Deputy Chair
Prof Rob Castle       Deputy Vice-Chancellor (Academic)
Ms Catriona Taylor    Nominated representative of Academic Registrar
Dr Kate Bowles        Academic Staff, Faculty of Arts
Dr Kathy Rudkin       Academic Staff, Faculty of Commerce
Ms Lynda Cooper       Library Staff Member
Dr Christian Ritz     Academic Staff, Faculty of Informatics
Dr Grace McCarthy     Academic Staff, Sydney Business School
A/Prof Geraldine Lefoe Academic Services Division
Ms Alisa Percy        Academic Services Division
Mr Aden Steinke       Director, Planning Services
Ms Jan Sullivan       Strategic Planning & Quality Office
A/Prof Di Kelly       Chair of Academic Senate
Mrs Tania Barrett     Wollongong College Australia

Ms Katie Elcombe, Acting Executive Officer

Quorum

The quorum for a meeting shall be 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 Subcommittee.

Meetings

The Committee will meet five times per year.