

Academic Committee

Terms of Reference

Category: Terms of Reference

Version 8

First ratified: September 2000

Last ratified: April 2024

1. Purpose

- 1.1. The OUSA Academic Committee exists to:
 - 1.1.1. Act in an advisory capacity regarding education issues in the tertiary sector, specifically issues of teaching, learning, research, online capabilities, assessment and lifelong learning at the University of Otago Dunedin campus level;
 - 1.1.2. Inform representation, lobbying and campaigning in Academic related matters.

2. Membership

- 2.1. The Membership of the committee shall consist of:
 - 2.1.1. The Academic Representative (Chair);
 - 2.1.2. The President;
 - 2.1.3. A Te Rōpū Māori Representative;
 - 2.1.4. A University of Otago Pacific Islands' Students' Association Representative;
 - 2.1.5. A Postgraduate Representative appointed by Society for Postgraduate Students;
 - 2.1.6. A Divisional Representative from each academic division of the University of Otago appointed by the Class Representative Coordinator and the Academic Representative;
 - 2.1.7. A disabled student representative;
 - 2.1.8. An international student representative;
 - 2.1.9. A UniQ Representative; and
 - 2.1.10. Any other person(s) appointed by the Executive or co-opted by the Academic Committee.
- 2.2. In addition to membership on this committee, the Divisional Representatives will also:
 - 2.2.1. Be a Class Representative for a paper taught by the Division they are representing;
 - 2.2.2. Be enrolled in a degree or diploma of the Division they are representing; and
 - 2.2.3. Assist the Academic Representative with academic issues related to their division.
- 2.3. The membership of the Committee shall be recommended by the Academic Representative and appointed by the Executive.
- 2.4. Unless otherwise stated, membership shall be for the remainder of the calendar year from the date of appointment.

3. Terms of Reference

- 3.1. The Academic Committee shall;

- 3.1.1. Work to complete goals set forth by the Academic Representative;
- 3.1.2. Report to the Executive on these goals and actions;
- 3.1.3. Receive reports from OUSA representatives who sit on education-related committees as need arises;
- 3.1.4. Receive reports from the Class Representative Coordinator quarterly, or as need arises;
- 3.1.5. Receive reports from Student Support on academic issues quarterly, or as need arises;
- 3.1.6. Receive updates from the Academic Representative, Divisional Representatives, and any OUSA education campaigns;
- 3.1.7. Make recommendations to the Executive regarding OUSA's education policies;
- 3.1.8. Make recommendations to the Executive regarding the University of Otago's academic policies;
- 3.1.9. Meet at least monthly and report to the Executive after each meeting. Minutes shall be taken at each Committee meeting and presented to the next available Executive meeting.

4. Education Related Committees

- 4.1. Education related committees include but are not limited to:
 - 4.1.1. Senate;
 - 4.1.2. Library Services Committee;
 - 4.1.3. Teaching and Timetabling Committee;
 - 4.1.4. Board of Undergraduate Studies;
 - 4.1.5. Board of Graduate Studies;
 - 4.1.6. The Divisional Boards;
 - 4.1.7. Committee for the Advancement of Learning and Teaching;
 - 4.1.8. Summer School Operational Group;
 - 4.1.9. Distance Learning Advisory Committee;
 - 4.1.10. Otago Teaching Excellence Awards Panel;
 - 4.1.11. Quality Advancement Committee; and;
 - 4.1.12. Interdivisional Undergraduate Degrees Board of Studies.