

## Original ToR

### 1. Purpose

- 1.1. The Otago University Students' Association (OUSA) represents its members on issues to do with education in the tertiary sector, specifically issues of teaching, learning, research, assessment and lifelong learning at the local campus level.
- 1.2. In order to make this representation, lobbying and campaigning as efficient and informed as possible, OUSA has an Education Committee.

### 2. Membership

- 2.1. The Membership of the committee shall normally consist of:
  - 2.1.1. The President;
  - 2.1.2. The Education Officer;
  - 2.1.3. At least one representative from each division
  - 2.1.4. The Postgraduate Representative
  - 2.1.5. Any other OUSA member or other person appointed by the Executive or co-opted by the Education Committee
  - 2.1.6. At least one member of the Committee shall be a student in the first year of their studies at the University of Otago.

### 3. Terms of Reference

- 3.1. The Education Committee shall:
  - 3.1.1. Provide reports from those representatives who sit on Senate, Standing Committee of Senate, Library Liaison Committee, Library Committee, Lecture Theatres Committee, Lecture and Exam Timetables Committee, BUGS, BoGS the Divisional Boards, and all other education-related University committees.
  - 3.1.2. Receive updates from the Education Officer, Divisional Board Representatives, and any OUSA education campaigns.
  - 3.1.3. Liaise with class representatives.
  - 3.1.4. Make recommendations to the Executive regarding OUSA's education policies.
  - 3.1.5. Seek information about educational matters of concern from as many different student viewpoints as possible, and try to address and solve these issues.
  - 3.1.6. Meet at least once a month and report to the Executive after each meeting.
  - 3.1.7. Normally be chaired by the Education Officer.
  - 3.1.8. Report to the Executive on goals and actions.

## Amended ToR

**Education Committee**  
**Terms of Reference**  
**Category Terms of Reference**  
**Version 6**  
**First ratified September 2000**  
**Last ratified June 2016**  
**Review date 1 March 2019**

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**Related Policies and Documents: Executive Sub-Committee Policy, OUSA Constitution.**

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### 1. Purpose

- 1.1. The Otago University Students' Association (OUSA) represents its members on issues to do with education in the tertiary sector, specifically issues of teaching, learning, research, assessment and lifelong learning at the local **University of Otago** campus level.
- 1.2. In order to make **this** representation, lobbying and campaigning as efficient and informed as possible, OUSA has an Education Committee.

### 2. Membership

- 2.1. The Membership of the committee shall consist of:
  - 2.1.1. The President;
  - 2.1.2. The Education Officer (Chair);
  - 2.1.3. **At least one representative from each division**
  - 2.1.4. The Postgraduate **Representative Officer**;
  - 2.1.5. **Any other OUSA member or other person appointed by the Executive or co-opted by the Education Committee**
  - 2.1.6. **At least one member of the Committee shall be a student in the first year of their studies at the University of Otago.**
  - 2.1.7. **A Divisional Representative from each academic division of the University of Otago appointed by the Education Officer;**
  - 2.1.8. **At least one student in their first year of studies at the University of Otago who does not hold any other position on the committee; and;**
  - 2.1.9. Any other person(s) appointed by the Executive or co-opted by the Education Committee.
- 2.2. **In addition to membership on this committee, the Divisional Representatives will also:**
  - 2.2.1. Sit on the Divisional Boards of their Division; and;
  - 2.2.2. **Assist the Education Officer with academic issues related to their division.**

### 3. Terms of Reference

- 3.1. The Education Committee shall;
  - 3.1.1. **Provide reports from those representatives who sit on Senate, Standing Committee of Senate, Library Liaison Committee, Library Committee, Lecture Theatres Committee, Lecture and Exam Timetables Committee, BUGS, BoGS the Divisional Boards, and all other education-related University committees.**
  - 3.1.2. Work to complete goals set forth by the Education Officer;
  - 3.1.3. Report to the Executive on these goals and actions;

- 3.1.4. Receive reports from OUSA representatives who sit on education-related committees;
- 3.1.5. Receive reports from the Class Representative Coordinator quarterly, or as need arises.
- 3.1.6. Receive reports from Student Support on academic issues quarterly, or as need arises.
- 3.1.7. Receive updates from the Education Officer, Divisional Board, Representatives, and any OUSA education campaigns;
- 3.1.8. Liaise with class representatives
- 3.1.9. Make recommendations to the Executive regarding OUSA's education policies;
- 3.1.10. Seek information about educational matters of concern from as many different student viewpoints as possible, and try to address and solve these issues.
- 3.1.11. Meet at least once a month and report to the Executive after each meeting;
- 3.1.12. Normally be chaired by the Education Officer.
- 3.1.13. Report to the Executive on goals and actions.

#### 4. Education Related Committees

- 1.1. Senate;
- 1.2. Standing Committee of Senate;
- 1.3. Library Liaison Committee;
- 1.4. Library Services Committee;
- 1.5. Lecture and Exam Timetables Committee;
- 1.6. Board of Undergraduate Studies;
- 1.7. Board of Graduate Studies;
- 1.8. The Divisional Boards;
- 1.9. Committee for the Advancement of Learning and Teaching;
- 1.10. Summer School and Continuing Education Board;
- 1.11. Health Science First Year Strategic Management Committee;
- 1.12. Otago Teaching Awards Panel;
- 1.13. Quality Advancement Committee;
- 1.14. Technology Enhanced Learning and Teaching Committee;
- 1.15. Working Party on Interdivisional Undergraduate Degrees;
- 1.16. Computer Based Examinations Working Group;
- 1.17. Learning Advisory Board;
- 1.18. Any other education-related committees.