

# **Academic Committee**

## **Terms of Reference**

Category: Terms of Reference

Version 7

First ratified: September 2000

Last ratified: March 2021

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### **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 Roopū Māori Representative;
  - 2.1.4. A University of Otago Pacific Islands' Students' Association Representative;
  - 2.1.5. A Postgraduate Representative appointed by Otago Postgraduate Association;
  - 2.1.6. A Divisional Representative from each academic division of the University of Otago appointed by the Academic Officer;
  - 2.1.7. A disabled student representative;
  - 2.1.8. An international student representative;
  - 2.1.9. 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. Sit on the Divisional Boards of their Division; and;
  - 2.2.2. Assist the Academic Representative with academic issues related to their division.
- 2.3. The membership of the Committee shall be 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;
  - 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 Board Representatives, and any OUSA education campaigns;
- 3.1.7. Make recommendations to the Executive regarding OUSA's education policies;
- 3.1.8. 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. Standing Committee of Senate;
  - 4.1.3. Library Liaison Committee;
  - 4.1.4. Library Services Committee;
  - 4.1.5. Lecture and Exam Timetables Committee;
  - 4.1.6. Board of Undergraduate Studies;
  - 4.1.7. Board of Graduate Studies;
  - 4.1.8. The Divisional Boards;
  - 4.1.9. Committee for the Advancement of Learning and Teaching;
  - 4.1.10. Summer School and Continuing Education Board;
  - 4.1.11. Health Science First Year Strategic Management Committee;
  - 4.1.12. Otago Teaching Awards Panel;
  - 4.1.13. Quality Advancement Committee;
  - 4.1.14. Technology Enhanced Learning and Teaching Committee;
  - 4.1.15. Working Party on Interdivisional Undergraduate Degrees;
  - 4.1.16. Computer Based Examinations Working Group; and;
  - 4.1.17. The Learning Advisory Board.