



CHRISTIAN HERITAGE COLLEGE

CHC Academic Board Terms of Reference

Introduction

Academic Board is established by the CHC Council with 'such powers and duties as are conferred or imposed upon it by the Company's Constitution the Regulations, the Statutes and the By-laws of the Company and subject thereto, the Academic Board may regulate its own proceedings' (CHC Constitution paragraph 24.1). The Constitution defines the terms of reference for the Academic Board. This document also details the membership and standing orders for Academic Board.

Membership

The membership of Academic Board shall comprise:

- CHC Academic Director (*ex officio*¹) (Chair);
- Deans of Schools (*ex officio*);
- Executive Director, Millis Institute (*ex officio*);
- Registrar (*ex officio*);
- Deputy Registrar (*ex officio*) (Secretary);
- Assistant to the Registrar, Accreditation and Compliance (*ex officio*);
- Senior Librarian (*ex officio*);
- A minimum of two, and a maximum of five, academic staff,² at least one at Level B and one at Level C or higher (nominated and elected by CHC academic staff) with a term of three years;
- Up to two students currently enrolled at CHC, nominated by the Student Representative Council and appointed by Academic Board for a term of one academic year; and
- Up to three external members with current or recent experience in academic governance and/or academic management in a university or other recognised higher education provider, appointed by Academic Board for a terms of three years, renewable.

¹ At CHC, *ex officio* members of committees have voting rights. They are members of the Committee by virtue of position.

² For the purposes of membership 'academic staff' includes full-time, part-time and sessional staff.

Terms of Reference

According to the CHC Constitution, paragraph 24.2, 'The Academic Board shall be responsible for:

1. developing, administering, implementing and monitoring of academic policies, programs, structures, and procedures and other academic business which give expression to CHC's³ mission, aims and objectives;
2. overseeing the planning, development, implementation, evaluation and review of CHC's academic programs;
3. assuring, auditing, evaluating and improving the quality of academic programs and processes;
4. providing advice and making recommendations to the Council and to the Chief Executive Officer on any matter whatsoever relation to CHC and its academic affairs and programs;
5. consideration of and reporting to the Council on all matters submitted to it by the Council for report;
6. overseeing course accreditation and re-accreditation procedures, and providing advice to the Council on course accreditation matters;
7. reviewing the quality and adequacy of academic services, resources and facilities;
8. delegating academic responsibilities to Schools and Boards of Studies;
9. considering reports from Schools and Boards of Studies on academic matters;
10. promoting staff professional development, research, consultancy and the provision of other services to the community;
11. appointing such committees or working parties as are considered necessary to assist the Board in discharging its responsibilities;
12. supervising and improving the teaching and learning functions of CHC;
13. establishing, maintaining and reviewing standards in all aspects of the academic life and work of CHC';

and shall also be responsible for

14. establishing a review panel in accordance with the CHC Policy: *Grievance Policy and Procedure for Domestic Students – Academic Grievances*.

Standing Orders

The standing orders of Academic Board are:

1. The Academic Director shall be the Chair of Academic Board for the period of their appointment;
2. Academic Board shall appoint a Deputy Chair from among its members for a term of three years or, in the case of a member who is not *ex officio*, until their term of membership expires;
3. The Deputy Registrar shall be the Secretary;
4. Academic Board may establish an Academic Board Executive, comprising the Chair, Deputy Chair, Secretary and one other member nominated by the Board from among its members. The Executive will meet between ordinary meetings of Academic Board to carry on such business as Academic Board delegates to it from time to time;
5. Academic Board shall establish a Learning and Teaching Committee and a Research Committee, and any other Committee(s) it deems necessary to carry out its terms of reference, to provide advice and recommendations and may delegate responsibilities to those Committees;
6. There will be a minimum of three ordinary meetings in each of Semesters 1 and 2;
7. Special meetings may be called by the Chair as necessary or upon written request by a minimum of four members. A request by members must be accompanied by a description of the business to be discussed;
8. A quorum shall be six members including two members who are not *ex officio* members;

³ The Constitution refers to 'the College'. Preferred nomenclature currently is 'CHC'.

9. If a quorum is not present within fifteen minutes of the advertised starting time, the meeting shall be cancelled;
10. When a member who is *ex officio* cannot attend a meeting, they may nominate another staff member to attend in their place;
11. When a member who is not *ex officio* cannot attend a meeting, they may nominate a proxy to attend in their place, approved by the Chair;
12. The Chair is responsible for supervising the meeting schedule, functions and meetings of the Committee⁴;
13. Although CHC encourages collegiality in discussion, for the purposes of record-keeping, motions shall be formally proposed and seconded and be voted upon orally or by show of hands. The Chair or a minimum of four members may call for a secret ballot. In the event of a tied vote the Chair may exercise a casting vote;
14. If the Chair cannot be present at a meeting the Deputy Chair shall chair the meeting. If neither the Chair nor Deputy Chair is present at the meeting within 15 minutes of the advertised starting time, an Acting Chair shall be appointed from among the members of the Committee present;
15. The Secretary is responsible for all communications with respect to Academic Board, including notices of meetings and agendas, minutes and correspondence;
16. Academic Board has the power to determine membership of its own Committees and Working Parties, including the power to co-opt members;
17. Where a member of Academic Board believes she/he has a conflict of interest with respect to a matter under discussion, actual or potential, she/he must declare that interest;
18. Agenda items shall include:
 - Starting time
 - Members present
 - Apologies
 - Members absent
 - Others in attendance
 - Confirmation of the minutes
 - Business arising from the minutes
 - Items for discussion
 - Next meeting
 - Closing time
 - And any other items that the Chair approves (e.g. Other Business);
19. Minutes shall include brief details under each agenda item including, under items for discussion, a succinct summary of the discussion, a list of actions and a record of who is responsible for each action; and
20. In accordance with the CHC Constitution, paragraph 13.1.3 Academic Board will nominate one person for membership of the CHC Council.

⁴ This statement subsumes the paragraph at the top of page 2 of the *Academic Governance* document.