# Academic Governance Framework

## Contents:

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Roles of the Endeavour Learning Group Pty Ltd and College Council</td>
<td>2</td>
</tr>
<tr>
<td>Committees</td>
<td>3</td>
</tr>
<tr>
<td>College Council Charter and Terms of Reference</td>
<td>5</td>
</tr>
<tr>
<td>Committee Induction</td>
<td>11</td>
</tr>
<tr>
<td>Academic Board</td>
<td>12</td>
</tr>
<tr>
<td>Academic Board Executive Committee</td>
<td>18</td>
</tr>
<tr>
<td>Teaching &amp; Learning Committee</td>
<td>22</td>
</tr>
<tr>
<td>Course Development &amp; Review Committee</td>
<td>27</td>
</tr>
<tr>
<td>Course Advisory Committee – Higher Education</td>
<td>31</td>
</tr>
<tr>
<td>Course Development Advisory Committee – Vocational Education</td>
<td>36</td>
</tr>
<tr>
<td>Library Committee</td>
<td>42</td>
</tr>
<tr>
<td>Examiners’ Committee</td>
<td>46</td>
</tr>
<tr>
<td>Vocational Education &amp; Training Committee</td>
<td>50</td>
</tr>
<tr>
<td>Research and Scholarship Committee</td>
<td>54</td>
</tr>
<tr>
<td>Complaints Committee</td>
<td>58</td>
</tr>
<tr>
<td>Decision Review Committee</td>
<td>62</td>
</tr>
<tr>
<td>Student Misconduct Committee</td>
<td>66</td>
</tr>
<tr>
<td>Professional Development Committee</td>
<td>71</td>
</tr>
<tr>
<td>Quality Committee of Academic Board</td>
<td>76</td>
</tr>
</tbody>
</table>
Introduction

Endeavour College of Natural Health recognises its responsibility as a dual provider of vocational and higher education to make a positive and constructive contribution to the community through its activities. Endeavour Learning Group Pty Ltd (ELG) and College Council have the responsibility and accountability to ensure good governance consistent with the National Governance Protocols for Higher Education Providers.

ELG and College Council, recognising the Australian Standard 8000-2003 Corporate Governance, follow the statement from the standards:

Corporate governance generally refers to the processes by which organisations are directed, controlled and held to account. It encompasses authority, accountability, stewardship, leadership, direction and control exercised in the organisation.

This governance and committee framework sets out how the structures, policies and practices of Endeavour are incorporated and the respective roles of ELG, College Council and the College Committees. This framework provides the basis for the effective management of responsibilities and demonstrates Endeavour’s commitment to good governance.

Endeavour College of Natural Health (‘the College’) recognises that there are a number of key principles that are commonly regarded as the basis of good corporate governance including the following:

- Good strategy, planning and monitoring of the vision, goals and organisational values
- Sound risk management and compliance processes
- Good quality structure, composition and membership of the Council and its Committees
- The promotion of College Council and Academic Board performance and effectiveness
- The development of effective and appropriate Committee structures
- Continual improvement of reporting and monitoring
- The endorsement of sound corporate values with underlying social responsibility and ethics

Underlying Principles

The following principles underpin the governance structure of Endeavour College:

- the College is committed to the establishment, maintenance and promotion of sound governance within the College, including responsible and accountable management of the College
- All international, national and state legislation, corporate responsibilities, accountability frameworks, regulations, codes of practice, standards that are applicable to Endeavour College of Natural Health form part of the governance framework of the College
- All College statutes, rules, codes of practice, policies, associated procedures, and plans form part of the governance framework of Endeavour College
- All employees, students, contractors and agents of the College, by virtue of accepting employment, enrolment or other formal association with Endeavour College, agree to operate in ways that are in accordance with the College governance framework.
Roles of the Endeavour Learning Group Pty Ltd and College Council

Endeavour Learning Group Pty Ltd is the governing body of Endeavour College of Natural Health. Responsibilities for academic governance have been delegated to the College Council and Academic Board, which are accountable to the ELG Board for fulfilling these responsibilities within their terms of reference. The structure, composition and membership of the Council are in concurrence with government regulations, the College committee scheme and procedures comply with best practice principles.

Endeavour College Council has approved nomination, induction and professional development processes in place for Council members, procedures for the conduct of the Council and all Committee meetings, guidelines to assist members to exercise their duties in a manner consistent with the Endeavour Code of Conduct, and processes for review of overall and individual member performance and effectiveness.

The College Council Charter provides members with information on Council member roles and responsibilities, ethical conduct incorporating governance, corporate and regulatory guidelines and operational procedures.

External Obligations

Endeavour College of Natural Health is responsible to a variety of legislation enacted by State and Commonwealth Governments and is committed to complying with all relevant legislation and obligations.

Endeavour Learning Group Pty Ltd is bound to meet the responsibilities of a proprietary company under the Corporations Act 2001.
Committees

ELG Board and College Council have established Committees to assist in performing the functions of the College and exercising the powers of the ELG Board and Council.

- Each Committee of Council will have a composition and Terms of Reference determined by the College Council.
- The composition of College Council Committees may include Council members, persons external to the College, members of the College staff and students of Endeavour College.
- The Academic Board may also establish Committees to provide advice and recommendations, or make decisions, on matters within its Terms of Reference. Each such Committee will have a composition and Terms of Reference as determined by the Academic Board.
- The Chairperson of College Council and the Director of Education may establish advisory Committees to advise on relevant matters.

Policy & Procedures for Performance Evaluation of College Council

The College Council recognises that regular performance evaluation is fundamental to good governance. By regularly evaluating the performance of the College Council and Academic Board, Council is able to identify weaknesses and develop strategies and actions for improvement. In accordance with good Governance practice and National Protocols, the College Council reviews its performance and the performance of its Committees.

Evaluation Framework

- The College Council and Academic Board set performance evaluation objectives annually.
- College Council determines what will be evaluated and sets the evaluations techniques to be used.
- The College Council can if necessary nominate an expert/consultant on governance to lead the evaluation.
- Any evaluation conducted will have the findings presented for College Council consideration at the annual planning meeting.
- Annually the College Council will evaluate its conformance to all National Protocols and Corporate regulations.
- College Council Committees report annually to Council.
- The annual report of all Committees will include a review of their Terms of Reference, a statement about how their objectives have been met and whether the relevant skills and expertise are represented by the membership.

Each body within this governance framework must meet the following criteria:

- **Need** (must have a clear need for its existence and a clear purpose)
- **Unique Role** (must have a clearly-defined role that is well-differentiated from the roles of other units)
- **Adds Value** (either by making important decisions or by providing high-level advice)
- **Active** (meets regularly or periodically + makes decisions or recommendations)
- **Stakeholder Input** (affords an opportunity for the relevant stakeholders to provide meaningful input into decisions).

A new Board or Committee should not be established unless it meets these criteria, and each existing Board or Committee should be periodically reviewed against them.

**Quorum Arrangements**

Vacant positions are not counted in calculating the quorum. Co-opted committee members are not counted towards the quorum.

Where a member holds office in more than one position on a committee, for the purposes of the quorum the member is counted according to the number of positions held as they have that many votes. There are special quorum requirements for some committees as set out in the relevant committee document.

In some cases, provision will be made to inquorate meetings to proceed, especially if an urgent matter needs to be decided.
College Council Charter and Terms of Reference

Preamble

The Endeavour Learning Group Pty Ltd Board of Directors (ELG Board) is responsible for directing and controlling the commercial business of the Company, including guiding and monitoring its strategy and business affairs, in accordance with the legal responsibilities of the Corporations Act 2001.

Responsibility for day-to-day management of the operations of the College is the responsibility of the Chief Executive Officer (CEO).

The ELG Board has delegated to the Endeavour College Council all academic governance responsibilities. The College Council is responsible and accountable to the ELG Board for the discharge of this Charter.

The College Council approves the academic and student related policies and procedures that underpin Endeavour College’s compliance with all regulatory obligations and the conduct of courses of study. The College Council reviews and monitors the performance of all academic areas of the College to assist with continual improvement of those operational processes.

Structure

The structures within which academic governance operates are the College Council, its Academic Board and the Advisory Committees (refer to diagram). In addition to recommending academic programs to approval authorities, the College Council is responsible for adopting policies and procedures to guide staff and students in carrying out their responsibilities within the learning and teaching activities of the institution. Staff and students are obliged to work within these policies and procedures.

College Council is responsible for a number of Committees which assist it in meeting its obligations and objectives. The Council relies on the advice of these Committees to provide a mechanism by which progress and performance may be monitored and academic matters may be explored more fully than would be possible at Council. Council will receive advice or recommendations from its Committees via its agenda to which will be appended comprehensive information statements and related policy papers.

College Council is fully aware that its Committees must add value to its deliberations and operate so as to influence strategic academic governance and quality assurance. College Council is committed to reviewing its Committee structure and Terms of Reference on a two yearly basis.

In addition to its standing committees (listed below), College Council may from time to time establish specific purpose taskforces to address particular issues. These taskforces will have a fixed life, the duration of which depends on the assigned task or project.
The Committees of College Council are:

- Academic Board (with an Academic Executive Committee with executive powers)
  - Complaints and Decision Review Committee
  - Student Misconduct Committee
  - Teaching & Learning Committee
    - Course Development & Review Committee
    - Course Advisory Committees
    - Examiners’ Committee
    - Vocational Education & Training Committee
  - Library Committee
  - Research Committee
- Quality Standards & Compliance Unit
- Human Research & Ethics Committee
- Occupational Health & Safety Committee

### ENDEAVOUR COLLEGE OF NATURAL HEALTH – ACADEMIC GOVERNANCE

**Membership**

The Endeavour College of Natural Health is a national education and teaching institution, as such membership of its Council will include members from around Australia and across the professions and fields of study inherent to its role.

- The Chairperson is appointed by ELG Board for a three year term.

Other than the appointment of the Chair, the College Council has the authority to invite members to join as below:

- Professors and Academic staff from other academic institutions, particularly those in the fields of complementary medicine, integrative medicine, health and fitness
- Members of selected Professional Associations and other industry bodies
- Clinical Practitioners from modalities aligned to Endeavour’s educational offerings
- Chairperson of the Academic Board
- Endeavour CEO
- One (1) Staff Representative elected annually by Endeavour College of Natural Health staff
- Members
- Two (2) Student Representatives elected annually by the Endeavour student body (with no more than one representative from the one campus)
- Two (2) Senior Academic members drawn from the University sector
- Endeavour Chairman (ex officio)

The Chairman of College Council will formally advise the ELG Board of new membership to the Council by way of a College Council report or College Council minutes, that will in turn be included in the ELG Board papers.

**Period of Office and Member Numbers**

Invited and appointed positions shall be for a period of three (3) years. The maximum number of terms that can be served by these members consecutively is two terms (of three years), that being a total of six (6) years.

Elected staff and student positions shall be for a period of one (1) year. The maximum number of positions shall be eighteen (18) and the minimum number shall be twelve (12).

There shall be a majority of external members, i.e. who are not members of the ELG Board or College staff or students, at all times.

**Quorum**

The quorum for meetings of the College Council shall be half the current membership holding office at the time plus one. If College Council is inquorate, it will proceed ‘in Committee’ and the record of its deliberations at that meeting will be reviewed at the next quorate College Council meeting.

**Roles of College Council Members and Committee**

College Council shall elect annually from its appointed and invited members a Deputy Chairperson who shall assume the role and duties of the Chair in the Chairperson’s absence.

There shall be an Executive Committee comprising the College Council Chairperson, the Deputy Chairperson, the Chairperson of the Academic Board and one (1) or two (2) other members of the College Council appropriate to the matter at hand. The Executive Committee
shall meet as required between regular meetings of the College Council and shall report its decisions and actions to the next available regular meeting of the College Council.

All College Council members are required to agree upon appointment:

- To act in accordance with this College Council Charter
- To act in accordance with the interests of the College as a whole
- To follow directions and policies from time-to-time as communicated by the ELG Board (including those developed by the College Council and approved by the ELG Board) with respect to the governance and operation of Endeavour College of Natural Health.

### Accountabilities

College Council is primarily accountable to ELG Board. College Council shall only account and report externally to others (e.g. State Offices of Higher Education where Endeavour College of Natural Health delivers accredited programs) in accordance with, and subject to the directions, delegations and limitations provided by the ELG Board.

The ELG Board shall offer its Chairman as an ex officio member of the College Council. The Chief Operating Officer and CEO-designate as a member of both the College Council and the ELG Board will ensure communication between the Board and College Council.

To facilitate this accountability relationship, effective communication and strong working relationships are encouraged between the College Council, its Committees and the ELG Board. The Minutes of the previous meeting of College Council will be included with the papers for the ELG Board and are listed as a standing agenda item for discussion and action.

The Chairperson of the College Council will attend an ELG Board meeting at least once per year.

### Primary Responsibilities of the College Council

College Council’s primary responsibilities will include:

- overseeing and reviewing the academic governance framework and structure, and making recommendations for change where necessary to the ELG Board
- establishing high level policy and procedural principles, consistent with legal and regulatory requirements and compliance obligations
- overseeing and monitoring the academic activities and outcomes of the College
- ensuring the ongoing appropriateness of Committee/s approved by the College Council.

In undertaking its primary responsibilities the College Council will determine, approve or advise on, any matters within its authority.

### Functions of the College Council
The College Council holds authority over the College’s academic governance through the following functions:

- monitor the overall direction and academic Mission of the College and its implementation and the maintenance of quality standards in academic staffing, staff development resources and academic practice
- provide a forum to evaluate and transmit ideas and the knowledge of natural medicine and its perception in the wider community, through communication with relevant peak professional bodies, practitioners, alumni and current students
- encourage the further development of knowledge about the fields of natural medicine through support of research and scholarship at Endeavour College of Natural Health and through links with other external research opportunities
- develop policy positions for Endeavour College of Natural Health in response to changes made by professional associations which may affect subject content, professional association membership, licensing and policies and procedures
- review and implement academic policies and procedures for Endeavour College of Natural Health to ensure that the quality of its courses is maintained and compliance with all accreditation conditions of these courses is fulfilled
- monitor compliance on a regular and ongoing basis through review of educational audits of the teaching and learning outcomes, resources and staffing of Endeavour College of Natural Health and graduate destination surveys
- provide advocacy and support for Endeavour College of Natural Health to the VET and Higher Education sectors, States and Commonwealth, where necessary for the purposes of submissions or responses to reports from these sectors
- make recommendations to the Endeavour College of Natural Health College senior management on organisational developments for the purpose of continual improvement in the delivery of educational programs to address accreditation and compliance in the VET and Higher Education sectors, developmental needs of the education programs, professional development of teaching and support staff, academic policies, scholarships, prizes and the initiation of research programs
- ensure a strong working relationship with its Academic Board through written and verbal reports from its Chairperson
- to recommend conferral of awards for graduation, ensuring courses completed by students are consistent with approved programs
- to bring to the attention of the Corporate Board any matters relevant to the academic standards or quality of the College
- attend to any matters and issues referred to it by the ELG Board of Directors.
Secretarial Arrangements

The Chair shall nominate an appropriate administrative staff member to act as the Minute Secretary. The Minute Secretary shall be in attendance at all meetings and shall have responsibility, as directed by the Chair, for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. The Minute Secretary shall not have rights of audience and debate.

Agendas & Minutes

Minutes, agendas and supporting documents shall be distributed to members of the College Council at least 2 working days prior to the forthcoming meeting.

Except with express permission of the Chair, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the Secretary 5 working days prior to the forthcoming meeting.

Minutes, agendas and associated meeting papers may be distributed electronically via email, or by uploading to intranet.

Records, due to their nature, are subject to regulatory and accreditation bodies and relevant State Acts and therefore must be retained in accordance with the Record Management Policy. Responsibility for ensuring appropriate records management for the Committee rests with the Secretary under the direction of the Chair of the Committee. The Committee shall keep minutes of each meeting. All documentation shall be retained in the College’s primary electronic management system.

The unconfirmed minutes and action sheet should be distributed within 5 working days of the conclusion of the meeting.

Induction

Before the first scheduled meeting of College Council for the year, the Chair or their nominee will meet with any new members to brief them on the Terms of Reference and schedule of business. A copy of the Endeavour College Council Inductions Guidelines will be provided to all Committee members.

Such a briefing will also be provided to any new member who joins an Endeavour College Committee, sub-committee or working party during the year, preferably before the new member attends a meeting.

Links

The College Council will have direct liaisons with:

- Academic Board
- Academic Board Executive Committee
Alternate Chair

The Chair shall nominate a deputy Chair if they are absent for a meeting.

Meeting Schedule

The College Council shall meet at the call of the Chair at least six (6) times per annum and be conducted in accordance with the procedures for meetings of the Endeavour Learning Group Pty Ltd Board of Directors. Additional meetings may be scheduled on a needs basis to enable the Council to discharge its duties.

Review and Reference

Terms of Reference, governance and the functioning of the College Council should be subject to a periodic review by the Endeavour Learning Group Pty Ltd to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. At the end of each year the College Council will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted.

Status

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Committee Induction

Before the first scheduled meeting of all Endeavour College Committees, sub-committees or working parties for the year, the Chair or their nominee will meet with any new members to brief them on the Committee Terms of Reference and schedule of business. A copy of the Endeavour College Committee Inductions Guidelines will be provided to all Committee members.

Such a briefing will also be provided to any new member who joins an Endeavour College Committee, sub-committee or working party during the year, preferably before the new member attends a meeting.
Academic Board

Rationale

Endeavour College of Natural Health requires a governance structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Academic Board has a special role within the governance framework of Endeavour College. College Council views Academic Board as a forum through which senior academics, business directors and operational staff within the College can provide advice to the Council on the College’s core business activities including teaching, learning and research. The Council also looks to the Academic Board to ensure that appropriate quality assurance processes are in place relating to academic programs and services, and that academic standards are maintained.

Governance of Endeavour College of Natural Health requires an Academic Committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Academic Board shall be the premier academic forum for overseeing and discussion and consideration of all academic matters, and for advising the College Council on all matters of academic relevance and on the development of academic policies and procedures pertaining to the delivery of all academic services.

Membership

- Director of Education (Chairperson)
- At least two (2) external members drawn from tertiary education providers
- One (1) external member with experience at senior level in vocational education
- National Academic Manager – Curriculum
- National Academic Manager – Quality Standards and Compliance
- All Heads of School
- Head of EFLU
- One (1) Elected Academic staff representative
- One (1) Student Representative elected by and from the current student body
- One (1) Program Leader representative
- One (1) External member with expertise in professional industry/practice or research

Period of Office

Elected and appointed members shall normally serve on the Academic Board Committee for a term of 1 year. Members may serve consecutive terms. The Student Representative must be currently enrolled in an Endeavour College course of study.
Terms of Reference

The Academic Board shall provide a general leadership role in all academic service delivery and is charged with the primary responsibility for:

- Direction of academic affairs
- Supervision of academic affairs
- Maintenance of high academic standards
- Consider any matter, such as financial, physical and human resource decisions which in the Board’s opinion is relevant to the academic affairs of the College.

The Academic Board shall be responsible to the College Council for, and report on, the development and adoption of academic policies and procedures designed to ensure the highest quality of academic service delivery, enunciate the rights and responsibilities of both students and academic staff, and promote the academic standing of Endeavour College of Natural Health with employers, professional associations, accrediting authorities and other stakeholders in the community with whom Endeavour College is, or might be, a partner.

Subject to its reporting to the Endeavour College Council and the College Council’s adoption of its report, it shall:

- Consider and make recommendations to College Council on issues of strategic planning associated with the academic affairs of the College, across all schools, campuses and centres
- Consider and make recommendations to the College Council on any issues affecting those statutes and regulations of the College which relates to the College’s academic affairs
- Approve specific rules and regulations for, and academic content of, all Endeavour College academic programs and subjects
- Approve all specific rules and regulations pertaining to the academic conduct of students in academic programs
- Approve the establishment of new academic disciplines, including related, new academic programs, and the disestablishment of existing academic disciplines, including existing academic programs
- Oversee all external accreditations and registration of academic programs and, in doing so, ensure that all internal and external requirements for accreditation by professional associations and accrediting authorities are met;
- Oversee the quality of the College’s academic activities relating to the conduct, assessment and continuous improvement of standards of teaching and learning. This includes evaluating programs and initiatives relating to the continuous improvement of the College’s educational programs and activities
- In consultation with marketing staff, ensure that all marketing materials accurately reflect the rules and regulations, academic content and accreditation status of academic programs
- Develop and implement policies for continuous quality improvement, which ensure the academic services provided aspire to be of the highest standard, and which inform the College Council’s response to all external quality audits of Endeavour College’s operations
- Advise the College Council and the CEO on the academic implications of capital works and other infrastructure developments, and on the library, computing and physical infrastructure requirements of existing and new academic disciplines and programs.
- Advise the College Council on the delineation of, and nomenclature for, academic appointments, and the criteria to be applied in selection or promotion of academic staff to the various levels of appointment.
- Advise the College Council on long-term and short-term strategies for achieving Endeavour College academic objectives.
- Approve the list of graduands in academic programs who are eligible to have their award conferred by the College Council.
- Advise the College Council on any matters of an academic nature on which the College Council from time to time may wish to seek advice.
- The Academic Board is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the Endeavour College as deemed appropriate. Such persons may be invited by the Chair of the committee to be in attendance at meetings where appropriate; and
- Staff and external stakeholders of the Endeavour College may request the opportunity to address the Academic Board at any time and this request will be considered and approved by the Chair of the Committee.

The Academic Board:
- May request and obtain information relevant to the Endeavour College’s academic affairs from any board, Committee, School or staff member of the College.
- May constitute sub-committees as it thinks fit for the purpose of its business. Such sub-committees shall report firstly to the originating Committee and then to the Academic Board on matters within their designated areas of responsibility according to a time-frame established by the Academic Board.
- Will report to the College Council after each meeting and on an annual basis, and shall also report on all matters submitted to it by College Council for report; and
- Will ensure that its decisions are disseminated and implemented at the appropriate levels within the College.

Secretarial Arrangements

The Chair shall nominate an appropriate administrative staff member to act as the Minute Secretary. The Minute Secretary shall be in attendance at all meetings and shall have responsibility, as directed by the Chair, for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. The Minute Secretary shall not have rights of audience and debate. For further information please refer to the Handbook for Committee Secretaries.

Agendas & Minutes

Minutes, agendas and supporting documents shall be distributed to members of the Academic Board at least 2 working days prior to the forthcoming meeting.
Except with express permission of the Chair, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the Secretary 5 working days prior to the forthcoming meeting.

Minutes, agendas and associated meeting papers may be distributed electronically via email, or by uploading to intranet.

Records, due to their nature, are subject to regulatory and accreditation bodies and relevant State Acts and therefore must be retained in accordance with the Record Management Policy. Responsibility for ensuring appropriate records management for the Committee rests with the Secretary under the direction of the Chair of the Committee. The Committee shall keep minutes of each meeting. All documentation shall be retained in the College’s primary electronic management system.

The unconfirmed minutes and action sheet should be distributed within 5 working days of the conclusion of the meeting.

Induction

Before the first scheduled meeting of Academic Board for the year, the Chair or their nominee will meet with any new members to brief them on the Terms of Reference and schedule of business. A copy of the Induction Guidelines for Council, Boards and Committees will be provided to all Board and Board Committee members.

Such a briefing will also be provided to any new member who joins the Board or a Board Committee during the year, preferably before the new member attends a meeting.

Links

The Academic Board will have liaisons with:
- All academic committees of Endeavour College

Alternate Chair

The chair shall nominate a deputy Chair if they are absent for a meeting.

Proxies

Proxies are permitted with prior approval of the Chair.

Quorum

The quorum for meetings of the Academic Board shall be half the membership holding office at the time plus one, provided that this includes at least one external member of the Academic Board.
Meeting Schedule

The Academic Board shall meet six times a year prior to College Council and where possible to coincide with calendar requirements for approval of academic programs and adoption of graduation lists. Additional meetings may be scheduled on a needs basis to enable the Board to discharge its duties.

Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by electronic means such as Skype.

Sub Committees and Working Parties

The Academic Board may also establish sub-committees to assist its work and functions. The Committee may establish working parties to consider special issues. The Academic Board should be advised when the Committee establishes sub-committees or working parties.

The Academic Board shall receive reports as required from such sub-committees and working parties and have the responsibility to monitor and evaluate activities in respect of each sub-committee’s functional responsibility.

The Academic Board may co-opt persons deemed appropriate to serve on its sub-committees and/or working parties.

Any such sub-committees which have a role in the academic governance process must receive approval from Academic Board or relevant Committee.

Reporting

In order to comply with the dual reporting requirements of this Academic Committee and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Academic Board
- Be retained in the College’s primary electronic management system for use in regulatory reporting.

Review and Reference

Terms of Reference and the functioning of the Academic Board should be subject to a periodic review by the Academic Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. At the end of each year the Academic Board will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted.
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Academic Board Executive Committee

Rationale

Endeavour College of Natural Health requires a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

There shall be an Academic Board Executive Committee to whom the Academic Board shall delegate responsibility for any or all of its functions, which shall meet as required between scheduled Academic Board meetings. The Academic Board Executive Committee shall consider urgent matters (within the framework of the Academic Board Terms of Reference) which require approval or endorsement by the Academic Board and which cannot be deferred until the next scheduled meeting of the Academic Board.

The Academic Board Executive Committee shall report all decisions and actions taken to the next available meeting of the full Academic Board.

Membership

- Director of Education (Chair)
- National Academic Manager – Academic Standards
- One (1) External member drawn from a tertiary institution OR
- One (1) Representative of either Heads of School or Program Leaders

Period of Office

Elected and appointed members shall normally serve on the Academic Board Executive Committee for a term of 1 year. Members may serve consecutive terms.

Terms of Reference

- To consider matters on behalf of the Academic Board, in between the scheduled meetings of Academic Board, and which cannot be deferred until the next scheduled meeting of the Academic Board
- To report to the Academic Board on matters the Executive Committee has considered and any decisions it has taken on the Academic Boards behalf
- To advise the Academic Board on any other matters referred from other Endeavour College Committees
- The Academic Board Executive Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the Endeavour College as deemed appropriate. Such persons may be invited by the Chair of the committee to be in attendance at meetings where appropriate.
Staff and external stakeholders of the Endeavour College may request the opportunity to address the Academic Board Executive Committee at any time and this request will be considered and approved by the Chair of the Committee.

**Secretarial Arrangements**

The Chair shall nominate an appropriate administrative staff member to act as the Minute Secretary. The Minute Secretary shall be in attendance at all meetings and shall have responsibility, as directed by the Chair, for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. The Minute Secretary shall not have rights of audience and debate. For further information please refer to the Handbook for Committee Secretaries.

**Agendas & Minutes**

Minutes, agendas and supporting documents shall be distributed to members of the Academic Board Executive Committee at least 2 working days prior to the forthcoming meeting. However, it is accepted that this Committee deals with urgent items from time to time and documents may need to be distributed in urgent form.

Except with express permission of the Chair, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the Secretary 2 working days prior to the forthcoming meeting wherever possible.

Minutes, agendas and associated meeting papers may be distributed electronically via email, or by uploading to intranet.

Records, due to their nature, are subject to regulatory and accreditation bodies and relevant State Acts and therefore must be retained in accordance with the Record Management Policy. Responsibility for ensuring appropriate records management for the Committee rests with the Secretary under the direction of the Chair of the Committee. The Committee shall keep minutes of each meeting. All documentation shall be retained in the College’s primary electronic management system.

The unconfirmed minutes and action sheet should be distributed within 5 working days of the conclusion of the meeting.

**Links**

The Academic Board Executive Committee will have liaisons with:

- Academic Board
- Teaching & Learning
- Other Committees as deemed necessary under special circumstances
Alternate Chair
The Chair shall nominate a deputy Chair if they are absent for a meeting.

Proxies
Proxies are permitted with prior approval of the Chair. Proxy votes or proxies describe a person authorized to act for another committee meeting or a document authorizing a person to vote on behalf of another committee meeting. Members who submit proxies are not permitted to attend the committee meeting they have sent the proxy for.

Substitutes for ex-officio positions are allowed for a committee meeting when the person is acting in the ex-officio capacity.

Observers are not permitted at Endeavour Committee meetings unless by invitation by the Chair.

Quorum
All members holding office at the time.

Meeting Schedule
The Academic Board Executive Committee is an ad hoc Committee and may be convened at the discretion of the Chair of the Academic Board.

Meeting Procedures
For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by electronic means such as Skype.

Sub Committees and Working Parties
The Academic Board Executive Committee does not have the power to delegate its functions and therefore may not establish permanent sub-committees.

Reporting
In order to comply with the dual reporting requirements of this Academic Board Executive Committee and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Academic Board
• Be retained in the College’s primary electronic management system for use in regulatory reporting.

Review and Reference

Terms of Reference and the functioning of the Academic Board Executive Committee should be subject to a periodic review by the Academic Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. At the end of each year the Academic Board Executive Committee will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted.

Status

Approved on: 11/06/2010
Approval Authority: College Council
Next Review Date: 11/06/2011
Version: Three
Teaching & Learning Committee

Rationale

Endeavour College of Natural Health requires a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Teaching and Learning Committee has the responsibility on advising the Academic Board on the Endeavour College strategic directions, priorities and quality assurance processes on all academic matters pertaining to the development, implementation and revision of Endeavour College academic programs. In doing so, the Committee shall have responsibility for overseeing the conduct and delivery of all programs of study and assessments, and for formulating recommendations to the Academic Board on new and revised programs of study.

The Committee will advise Academic Board on trends and issues relating to College teaching and learning, recommending new strategic priorities for teaching and learning and reporting on progress of current priorities, advising on policies, guidelines and practice relating to quality assurance of all programs.

Membership

- National Academic Manager – Curriculum (Chair)
- National Academic Manager – Academic Standards
- Heads of Schools
- Program Leaders
- National Librarian
- National Clinic Manager
- College Services Manager
- Two (2) elected sessional lecturers
- Chair of the Academic Board (ex officio)

Period of Office

Elected and appointed members shall normally serve on the Teaching and Learning Committee for a term of 1 year. Members may serve consecutive terms if appropriate.

Terms of Reference

- Act as the main body for providing information and advice regarding Teaching and Learning at Endeavour College
• Monitor strategic developments, priorities and quality assurance processes for Teaching and Learning
• Advise and make recommendations to the Academic Board on policies and guidelines relating to Teaching and Learning and assessment
• Advise on, and monitor development of the Endeavour College’s Teaching and Learning plan
• Advise on trends and issues relating to Teaching and Learning and promote innovation in curriculum, learning, teaching and assessment
• Provide high level advice to the Academic Board in response to national initiatives in Teaching and Learning in higher education and vocational education
• Make recommendation to the Academic Board on Key Performance Indicators for Teaching and Learning
• Consider all recommendations by the Course Advisory Committees regarding new and existing subjects, courses, units of study and programs
• To work with all Academic Committees to ensure evidence-based improvements in course quality
• To work with the Quality Committee to improve the quality of Teaching and Learning at the College
• To consider and advise on methods to enhance the student learning experience, including the physical and virtual environment and the implications of changes in technology on Teaching and Learning
• Overview the Teaching and Learning implementation of staff and student development support and advise the Academic Board about measures needed to encourage staff to develop skills in Teaching and Learning
• To refer to other Endeavour College Committees, as appropriate, comments or recommendations about matters concerning Teaching and Learning
• To receive regular reports from the National Librarian, National Clinic Coordinator and Director, Online Learning and advise the Academic Board on the activities of bodies established to support Teaching and Learning
• To promote collaboration and cooperation across all schools and campuses in the enhancement of quality Teaching and Learning at Endeavour College
• To advise on matters arising through liaison with relevant external bodies
• To consider nominations for Excellence in Teaching and Learning and the enhancement of Student Learning awards and to periodically review the procedures for awards
• The Teaching and Learning Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the Endeavour College as deemed appropriate. Such persons may be invited by the Chair of the committee to be in attendance at meetings where appropriate.
• Staff and external stakeholders of the Endeavour College may request the opportunity to address the Teaching and Learning Committee at any time and this request will be considered and approved by the Chair of the Committee.
Secretarial Arrangements

The Chair shall nominate an appropriate administrative staff member to act as the Minute Secretary. The Minute Secretary shall be in attendance at all meetings and shall have responsibility, as directed by the Chair, for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. The Minute Secretary shall not have rights of audience and debate. For further information please refer to the Handbook for Committee Secretaries.

Agendas & Minutes

Minutes, agendas and supporting documents shall be distributed to members of the Teaching and Learning Committee at least 2 working days prior to the forthcoming meeting.

Except with express permission of the Chair, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the Secretary 5 working days prior to the forthcoming meeting.

Minutes, agendas and associated meeting papers may be distributed electronically via email, or by uploading to intranet.

Records due to their nature are subject to regulatory and accreditation bodies and relevant State Acts and therefore must be retained in accordance with the Record Management Policy. Responsibility for ensuring appropriate records management for the Committee rests with the Secretary under the direction of the Chair of the Committee. The Committee shall keep minutes of each meeting. All documentation shall be retained in the College’s primary electronic management system.

The unconfirmed minutes and action sheet should be distributed within 5 working days of the conclusion of the meeting.

Links

The Teaching and Learning Committee will have liaisons with:

- Academic Board
- Course Development & Review Committee
- Course Advisory Committees – Higher Educational & Vocational
- Vocational Education & Training Committee
- Quality Committee

Alternate Chair

The chair shall nominate a deputy Chair if they are absent for a meeting.
Proxies

Proxies are permitted with prior approval of the Chair. Proxy votes or proxies describe a person authorized to act for another committee meeting or a document authorizing a person to vote on behalf of another committee meeting. Members who submit proxies are not permitted to attend the committee meeting they have sent the proxy for.

Substitutes for ex-officio positions are allowed for a committee meeting when the person is acting in the ex-officio capacity.

Observers are not permitted at Endeavour Committee meetings unless by invitation by the Chair.

Quorum

Half of committee membership holding office at the time plus one.

Meeting Schedule

The Teaching and Learning Committee shall meet six times a year, normally before meetings of the Academic Board. Additional meetings may be scheduled on a needs basis to enable the Committee to discharge its duties.

Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by electronic means such as Skype.

Sub Committees and Working Parties

The Teaching and Learning Committee may also establish sub-committees to assist its work and functions. The Committee may establish working parties to consider special issues. The Academic Board should be advised when the Committee establishes sub-committees or working parties.

The Teaching and Learning Committee shall receive reports as required from such sub-committees and working parties and have the responsibility to monitor and evaluate activities in respect of each sub-committee’s functional responsibility.

The Teaching and Learning Committee may co-opt persons deemed appropriate to serve on its sub-committees and/or working parties.

Any such sub-committees which have a role in the academic governance process must receive approval from Teaching and Learning Committee or relevant Committee.
Reporting

In order to comply with the dual reporting requirements of this Teaching and Learning Committee and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Academic Board
- Be retained in the College’s primary electronic management system for use in regulatory reporting.

Review and Reference

Terms of Reference and the functioning of the Teaching and Learning Committee should be subject to a periodic review by the Academic Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. At the end of each year the Teaching and Learning Committee will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted.

Status

Approved on: 11/06/2010
Approval Authority: College Council
Next Review Date: 11/06/2011
Version: Three
Course Development & Review Committee

Rationale

Endeavour College of Natural Health requires a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Course Development & Review Committee shall ensure that all courses, programs and units of study presented at the Endeavour College are aligned to professional and community trends by acting, overseeing and assisting the School or modality in identifying needs and opportunities in teaching and research, and making timely changes in courses in response to industry, the professions or the community. The Course Development & Review Committee also provides invaluable networking opportunities to benefit students and staff of the College through the establishment and maintenance of strong industry connections. Where courses are characterised by a strong focus on learning outcomes, members may be invited to participate in the validation of learning outcomes for graduating students.

Membership

- National Academic Manager – Curriculum (Chair)
- National Academic Manager – Academic Standards
- Director of Education
- All Heads of School
- All Program Leaders
- National Librarian
- College Services Manager
- International Marketing and Enrolment Executive
- One (1) representative from Student Support (nominated by Director, Campus Operations)

Period of Office

Elected and appointed members shall normally serve on the Course Development & Review Committee for a term of 1 year. Members may serve consecutive terms if appropriate.

Terms of Reference

- Provide early input in the course development process, as new courses are being conceptualised
- Provide advice to Schools and Academic Board on the potential market for, and viability of new program proposals
- Offer advice and evaluative comment on new course proposals in terms of industry relevance and professional practice and report to the Academic Board on whether development of the course should be continued
- Provide feedback and recommendations to areas or Schools who submit proposals for new course development
- Maintain a register of new course proposals and recommendations made by the Committee
- Identify potential new program opportunities and provide information to relevant Heads of Schools
- To consider the financial requirements for new courses and to provide relevant advice to the Academic Board
- Assess major changes to a course and report to the Academic Board on whether the changes should be supported
- Consider any other matter relating to course development or operation referred to the Committee by the Academic Board or Teaching & Learning Committee
- Monitor the quality assurance of all courses and reviews
- The Course Development & Review Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the Endeavour College as deemed appropriate. Such persons may be invited by the Chair of the committee to be in attendance at meetings where appropriate.
- Staff and external stakeholders of the Endeavour College may request the opportunity to address the Course Development & Review Committee at any time and this request will be considered and approved by the Chair of the Committee.

Secretarial Arrangements
The Chair shall nominate an appropriate administrative staff member to act as the Minute Secretary. The Minute Secretary shall be in attendance at all meetings and shall have responsibility, as directed by the Chair, for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. The Minute Secretary shall not have rights of audience and debate. For further information please refer to the Handbook for Committee Secretaries.

Agendas & Minutes
Minutes, agendas and supporting documents shall be distributed to members of the Course Development & Review Committee at least 2 working days prior to the forthcoming meeting.

Except with express permission of the Chair, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the Secretary 5 working days prior to the forthcoming meeting.

Minutes, agendas and associated meeting papers may be distributed electronically via email, or by uploading to intranet.
Records due to their nature are subject to regulatory and accreditation bodies and relevant State Acts and therefore must be retained in accordance with the Record Management Policy. Responsibility for ensuring appropriate records management for the Committee rests with the Secretary under the direction of the Chair of the Committee. The Committee shall keep minutes of each meeting. All documentation shall be retained in the College’s primary electronic management system.

The unconfirmed minutes and action sheet should be distributed within 5 working days of the conclusion of the meeting.

**Links**

The Course Development & Review Committee will have liaisons with:

- Academic Board
- Teaching & Learning Committee
- Course Advisory Committees – Higher Education & Vocational Education
- Vocational Education & Training Committee

**Alternate Chair**

The chair shall nominate a deputy Chair if they are absent for a meeting.

**Proxies**

Proxies are permitted with prior approval of the Chair. Proxy votes or proxies describe a person authorized to act for another committee meeting or a document authorizing a person to vote on behalf of another committee meeting. Members who submit proxies are not permitted to attend the committee meeting they have sent the proxy for.

Substitutes for ex-officio positions are allowed for a committee meeting when the person is acting in the ex-officio capacity.

Observers are not permitted at Endeavour Committee meetings unless by invitation by the Chair.

**Quorum**

Half plus one of the members holding office at the time.

**Meeting Schedule**

The Course Development & Review Committee shall meet four times a year, normally before meetings of the Academic Board. Additional meetings may be scheduled on a needs basis to enable the Committee to discharge its duties.
Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by electronic means such as Skype.

Sub Committees and Working Parties

The Course Development & Review Committee may also establish sub-committees to assist its work and functions. The Committee may establish working parties to consider special issues. The Academic Board should be advised when the Committee establishes sub-committees or working parties.

The Course Development & Review Committee shall receive reports as required from such sub-committees and working parties and have the responsibility to monitor and evaluate activities in respect of each sub-committee’s functional responsibility.

The Course Development & Review Committee may co-opt persons deemed appropriate to serve on its sub-committees and/or working parties.

Any such sub-committees which have a role in the academic governance process must receive approval from Teaching and Learning Committee or relevant Committee.

Reporting

In order to comply with the dual reporting requirements of this Course Development & Review Committee and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Academic Board
- Be retained in the College’s primary electronic management system for use in regulatory reporting.

Review and Reference

Terms of Reference and the functioning of the Course Development & Review Committee should be subject to a periodic review by the Academic Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. At the end of each year the Course Development & Review Committee will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted.

Status

| Approved on:     | 11/06/2010 |
| Approval Authority: | College Council |
| Next Review Date:  | 11/06/2011 |
| Version:           | Two         |
Course Advisory Committee – Higher Education

Rationale

Endeavour College of Natural Health requires a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Academic Board shall establish Course Advisory Committees (CAC’s) in accordance with external higher education accreditation and registration requirements and the policy on Course Advisory Committees. Course Advisory Committees are an important mechanism for connecting the College with industry and professional communities. These committees bring external members’ experience and perspective for the College to consider future academic program options and monitor the quality of existing academic programs and provide another measure of assuring the competitive quality and relevance of College programs. Endeavour College recognises the need for structural diversity as an essential element of the College. Some modalities are characterised by a narrow range of disciplines unique to natural health. There are also differing requirements for professional accreditation, and therefore modalities are encouraged to create advisory committees that best suit their particular needs.

Course Advisory Committees are established to:

- Provide advice on new course proposals
- Report on applications for accreditation of new courses and re-accreditation of existing courses
- Review existing courses.

Course Advisory Committees shall advise Academic Board through the Teaching and Learning Committee on matters pertaining to College academic programs in accordance with these Committees’ Terms of Reference.

Membership

The Course Advisory Committee should be composed primarily of members drawn from the external community. External membership should be reflective of the broad range of knowledge, skills, and/or attributes represented by the modality profile. Individual external members may not necessarily be appointed as representatives of a specific constituency but for their individual contributions to an appropriate mix of perspective across the committee.

External Members:

- Two persons from public or private sector higher educational institutions who offer similar courses of study or are familiar with the modality
- Two persons from professional associations representing the modality at State and/or National level or who broadly reflect the interests of potential employers of course graduates
- A consumer representative (undertaking discipline specific medical care or previous experience as a consumer representative)
- A member of the Alumni recently graduated with demonstrated experience (maximum 2 years) in the practice of the specific modality.

The Chair of the modality specific Course Advisory Committee shall be drawn from the External members.

Internal Members:
- National Academic Manager – Curriculum
- Modality specific Head of School
- Program Leader for relevant modality
- Senior Lecturer for relevant modality
- One student representative member – modality specific

Other persons with expertise in areas relevant to the Committee's work may be co-opted if required.

**Period of Office**
Elected and appointed members shall normally serve on the Course Advisory Committee for a term of 1 year. Members may serve consecutive terms if appropriate to their membership.

**Terms of Reference**
Course Advisory Committees are established in order to support the development and delivery of all higher education courses and awards to be conferred by the College.

Unless otherwise determined, there shall be separate Course Advisory Committees for Vocational Education and Higher Education courses. Please refer to the Course Advisory Committee – Vocational Education.

- Consider and make recommendations to the Teaching and Learning Committee, and Academic Board in relation to the structure of course(s) and ensure the relevance to professional and community trends by acting as a strategic scanning mechanism and assisting the relevant modality in identifying needs and opportunities in teaching and research, and making timely responses to changes in industry, professions or the community
- Advise the Teaching and Learning Committee, and Academic Board on the comparability of the course(s) to similar programs at universities, other private higher education providers, or other registered training organisations
- Monitor issues relating to quality in relation to the course(s), and make recommendations to the Teaching and Learning Committee and Academic Board as to the quality of curriculum development and assessment
- Determine policy requirements for the awards of degrees, diplomas and certificates in the context of the AQF
- Provide invaluable networking opportunities to benefit students and staff of the College through the establishment and maintenance of strong industry connections
• Participate in the validation of learning outcomes for graduating students, where courses are characterised by a strong focus on learning outcomes
• Provide feedback to relevant modalities, industry, professional associations and regulatory bodies on the course(s) with a view to future development
• Offer early input, advice and evaluative comment on new course proposals in terms of industry relevance and professional practice and report to the Teaching and Learning Committee and Academic Board on whether the development of the course should be continued
• Consider annual course reports for continuing courses and the proposed course improvements
• Assess any suggestions of major changes to a course and report to the Teaching and Learning Committee and the Academic Board on whether the changes should be supported
• Consider and advise the Teaching and Learning Committee and Academic Board on opportunities to extend the effectiveness of collaboration with other tertiary institutions, professional associations, industry stakeholders, government and community organisations
• Consider and report on any matter referred to them by the Teaching and Learning Committee, the Academic Board or the Director of Education
• The Course Advisory Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the Endeavour College as deemed appropriate. Such persons may be invited by the Chair of the committee to be in attendance at meetings where appropriate.
• Staff and external stakeholders of the Endeavour College may request the opportunity to address the Course Advisory Committee at any time and this request will be considered and approved by the Chair of the Committee.

Secretarial Arrangements

The Chair shall nominate an appropriate administrative staff member to act as the Minute Secretary. The Minute Secretary shall be in attendance at all meetings and shall have responsibility, as directed by the Chair, for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. The Minute Secretary shall not have rights of audience and debate. For further information please refer to the Handbook for Committee Secretaries.

Agendas & Minutes

Minutes, agendas and supporting documents shall be distributed to members of the Course Advisory Committee at least 2 working days prior to the forthcoming meeting.

Except with express permission of the Chair, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the Secretary 5 working days prior to the forthcoming meeting.
Minutes, agendas and associated meeting papers may be distributed electronically via email, or by uploading to intranet.

Records due to their nature are subject to regulatory and accreditation bodies and relevant State Acts and therefore must be retained in accordance with the Record Management Policy. Responsibility for ensuring appropriate records management for the Committee rests with the Secretary under the direction of the Chair of the Committee. The Committee shall keep minutes of each meeting. All documentation shall be retained in the College’s primary electronic management system.

The unconfirmed minutes and action sheet should be distributed within 5 working days of the conclusion of the meeting.

Links

The Course Advisory Committee will have liaisons with:
- Academic Board
- Teaching & Learning Committee
- Course Development & Review Committee
- Course Advisory Committee – Vocational Education
- Quality Committee

Alternate Chair

The chair shall nominate a deputy Chair if they are absent for a meeting.

Proxies

Proxies are permitted with prior approval of the Chair.

Quorum

Half external plus half internal (of the members holding office at the time) plus one.

Meeting Schedule

The Course Advisory Committee shall meet at least twice per year, at the conclusion of every semester (ordinary Meetings) after which the Committee shall report to the Teaching and Learning Committee and the Academic Board at the next available meetings. Additional Extraordinary meetings shall be called to consider further development of curricula and/or changes to the course(s) as part of the cycle of continuous improvement in curriculum development and delivery. Additional meetings may be scheduled on a needs basis to enable the Committee to discharge its duties.
Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by electronic means such as Skype.

Sub Committees and Working Parties

The Course Advisory Committees may also establish sub-committees to assist its work and functions. The Committee may establish working parties to consider special issues. The Teaching and Learning Committee and Academic Board should be advised when the Committee establishes sub-committees or working parties.

The Course Advisory Committees shall receive reports as required from such sub-committees and working parties and have the responsibility to monitor and evaluate activities in respect of each sub-committee’s functional responsibility.

The Course Advisory Committees may co-opt persons deemed appropriate to serve on its sub-committees and/or working parties.

Any such sub-committees which have a role in the academic governance process must receive approval from Teaching and Learning Committee or relevant Committee.

Reporting

In order to comply with the dual reporting requirements of this Course Advisory Committees and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Academic Board
- Be retained in the College’s primary electronic management system for use in regulatory reporting.

Review and Reference

Terms of Reference and the functioning of the Course Advisory Committees should be subject to a periodic review by the Academic Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. At the end of each year the Course Advisory Committees for each modality will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted.

Status

Approved on: 11/06/2010
Approval Authority: College Council
Next Review Date: 11/06/2011
Version: Three
Course Development Advisory Committee – Vocational Education

Rationale

Endeavour College of Natural Health requires a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Academic Board shall establish Course Development Advisory Committees (CDAC’s) in accordance with external vocational education accreditation and registration requirements and the policy on Course Development Advisory Committees. Course Development Advisory Committees are an important mechanism for connecting the College with industry and professional communities. These committees bring external members’ experience and perspective for the College to consider future academic program options and monitor the quality of existing academic programs. Endeavour College recognises the need for structural diversity as an essential element of the College. Some modalities are characterised by a narrow range of disciplines unique to natural health. There are also differing requirements for professional accreditation, and therefore modalities are encouraged to create advisory committees that best suit their particular needs.

The Standards 27 and 28 of the Australian Quality Training Framework (AQTF) require that adequate procedures be established to ensure that accredited courses are based clearly on established industry, enterprise and/or community needs.

In some states of Australia (such as Queensland) the forming of a course development advisory committee by the course developer is a formal part of the vocational accreditation process. It is the primary method of ensuring that adequate procedures were observed and that the appropriate industry and peak bodies have been involved in the development of the course.

Course Development Advisory Committees shall advise Academic Board through the Teaching and Learning Committee on matters pertaining to College academic programs in accordance with these Committees’ Terms of Reference.

Membership

External Members:

- Course developer or course consultant (if available)
- One person from public or private sector vocational educational institutions who offer similar courses of study or familiar with the modality
- One person from professional associations representing the modality at State and/or National level or who broadly reflect the interests of potential employers of course graduates
- One person with relevant industry experience or practitioner with content and/or technical expertise
- One union representative where a relevant award exists – if applicable
- Representative from a tertiary education provider to assist in the development of articulation from diploma and advanced diploma courses
- One past graduate of the course (where the course is being reviewed for re-accreditation).

The Chair of the modality specific Course Advisory Committee shall be drawn from the External members.

Internal Members:
- National Academic Manager – Curriculum
- National VET Academic Manager
- Modality specific Head of School
- Program Leader for relevant modality
- Senior Lecturer for relevant modality
- One student representative member – modality specific

Other persons with expertise in areas relevant to the Committee’s work may be co-opted if required.

Period of Office

Elected and appointed members shall normally serve on the Course Development Advisory Committees for a term of 1 year. Members may serve consecutive terms.

Terms of Reference

Course Development Advisory Committees are established in order to support the development and delivery of all vocational education courses and awards to be conferred by the College.

Unless otherwise determined, there shall be separate Course Development Advisory Committees for Vocational Education and Higher Education courses. Please refer to the Course Advisory Committee – Higher Education.

- Evaluate the industry need for the course
- Consider and make recommendations to the Teaching and Learning Committee, and Academic Board in relation to the structure of course(s) and ensure the relevance to professional and community trends by acting as a strategic scanning mechanism and assisting the relevant modality in identifying needs and opportunities in teaching and research, and making timely responses to changes in industry, professions or the community
- Advise the Teaching and Learning Committee, and Academic Board on the comparability of the course(s) to similar programs at vocational education providers, or other registered training organisations
• Monitor issues relating to quality in relation to the course(s), and make recommendations to the Teaching and Learning Committee and Academic Board as to the quality of curriculum development and assessment
• Shape the structure and design of the course including the Australian Qualifications Framework (AQF) qualification to which it leads
• Determine policy requirements for the awards of diplomas and certificates in the context of the AQF
• Ensure the technical aspects of the course content will deliver the outcomes and standards required by industry/professional bodies/employers
• Review draft versions of the course structure and relevant units of competency developed by the course development advisory committee and providing timely feedback to the course developer
• Approving the final version prior to submission for accreditation
• Ensure the quality and relevance of the course through ongoing monitoring and evaluation after implementation
• Provide invaluable networking opportunities to benefit students and staff of the College through the establishment and maintenance of strong industry connections
• Participate in the validation of learning outcomes for graduating students, where courses are characterised by a strong focus on learning outcomes
• Provide feedback to relevant modalities, industry, professional associations and regulatory bodies on the course(s) with a view to future development
• Offer early input, advice and evaluative comment on new course proposals in terms of industry relevance and professional practice and report to the Teaching and Learning Committee and Academic Board on whether the development of the course should be continued
• Consider annual course reports for continuing courses and the proposed course improvements
• Assess any suggestions of major changes to a course and report to the Teaching and Learning Committee and the Academic Board on whether the changes should be supported
• Consider and advise the Teaching and Learning Committee and Academic Board on opportunities to extend the effectiveness of collaboration with other vocational providers, professional associations, industry stakeholders, government and community organisations
• Consider and report on any matter referred to them by the Teaching and Learning Committee, the Academic Board or the Director of Education
• The Course Advisory Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the Endeavour College as deemed appropriate. Such persons may be invited by the Chair of the committee to be in attendance at meetings where appropriate.
• Staff and external stakeholders of the Endeavour College may request the opportunity to address the Course Advisory Committee at any time and this request will be considered and approved by the Chair of the Committee.
Special Note:

The course developer must submit a Course Development Advisory Committee Endorsement Declaration with the finalised membership of the course development advisory committee to the accreditation team for “support in principle”. The same form is then signed by the committee members and submitted with the application for course accreditation.

Secretarial Arrangements

The Chair shall nominate an appropriate administrative staff member to act as the Minute Secretary. The Minute Secretary shall be in attendance at all meetings and shall have responsibility, as directed by the Chair, for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. The Minute Secretary shall not have rights of audience and debate. For further information please refer to the Handbook for Committee Secretaries.

Agendas & Minutes

Minutes, agendas and supporting documents shall be distributed to members of the Course Development Advisory Committee at least 2 working days prior to the forthcoming meeting.

Except with express permission of the Chair, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the Secretary 5 working days prior to the forthcoming meeting.

Minutes, agendas and associated meeting papers may be distributed electronically via email, or by uploading to intranet.

Records due to their nature are subject to regulatory and accreditation bodies and relevant State Acts and therefore must be retained in accordance with the Record Management Policy. Responsibility for ensuring appropriate records management for the Committee rests with the Secretary under the direction of the Chair of the Committee. The Committee shall keep minutes of each meeting. All documentation shall be retained in the College’s primary electronic management system.

The unconfirmed minutes and action sheet should be distributed within 5 working days of the conclusion of the meeting.

Links

The Course Development Advisory Committee will have liaisons with:

- Academic Board
- Teaching & Learning Committee
- Course Development & Review Committee
- Vocational Education & Training Committee
Alternate Chair

The chair shall nominate a deputy Chair if they are absent for a meeting.

Proxies

Proxies are permitted with prior approval of the Chair.

Quorum

Half external plus half internal (of the members holding office at the time) plus one.

Meeting Schedule

The Course Development Advisory Committee shall meet six times a year, normally before meetings of the Academic Board. Additional meetings may be scheduled on a needs basis to enable the Committee to discharge its duties.

Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by electronic means such as Skype.

Sub Committees and Working Parties

The Course Development Advisory Committees may also establish sub-committees to assist its work and functions. The Committee may establish working parties to consider special issues. The Academic Board should be advised when the Committee establishes sub-committees or working parties.

The Course Development Advisory Committees shall receive reports as required from such sub-committees and working parties and have the responsibility to monitor and evaluate activities in respect of each sub-committee’s functional responsibility.

The Course Development Advisory Committees may co-opt persons deemed appropriate to serve on its sub-committees and/or working parties.

Any such sub-committees which have a role in the academic governance process must receive approval from Teaching and Learning Committee or relevant Committee.
Reporting

In order to comply with the dual reporting requirements of this Course Development Advisory Committee and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Academic Board
- Be retained in the College’s primary electronic management system for use in regulatory reporting.

Review and Reference

Terms of Reference and the functioning of the Course Development Advisory Committee should be subject to a periodic review by the Academic Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. At the end of each year the Course Development Advisory Committee will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted.

Status

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Library Committee

Rationale

Endeavour College of Natural Health requires a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Library Committee shall advise the Academic Board on matters pertaining to the library collections, operations and on policies and procedures for library usage. The Library Committee shall also provide data to the Academic Board on the current status of the library collections, acquisitions and services. It will also provide a forum for communicating library policies and services to the Endeavour College community and to provide feedback on the effectiveness of services and to discuss the initiatives for the provision of services.

Membership

- National Librarian (Chair)
- National Academic Manager – Curriculum
- National Academic Manager – Academic Standards
- Senior Librarian – Victoria
- Senior Librarian – Queensland
- Senior Librarian – Perth
- Senior Librarian – Adelaide
- Senior Librarian – Sydney
- National Clinic Manager
- One Head of School representative
- One Senior Lecturer representative
- One Program Leader representative
- Chair of the Academic Board (ex officio)
- Chief Executive Officer (ex officio)

Period of Office

Elected and appointed members shall normally serve on the Library Committee for a term of 1 year. Members may serve consecutive terms if appropriate.

Terms of Reference

- Recommend to the Academic Board plans in relation to the library and oversee the implementation of those plans. Report to the Academic Board on significant library initiatives.
To consider the financial needs of the Library and to provide relevant advice to the Academic Board

To monitor the quality of library services and resources and ensure these are appropriate to current and future academic programs, with reference to international developments and best practice

To advise of matters of library policy relating to resources and to approve changes to policy governing conduct in and the use of the library

To monitor the application of legal requirements and service level agreements relevant to library services and to recommend changes as appropriate

The Library Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the Endeavour College as deemed appropriate. Such persons may be invited by the Chair of the committee to be in attendance at meetings where appropriate.

Staff and external stakeholders of the Endeavour College may request the opportunity to address the Library Committee at any time and this request will be considered and approved by the Chair of the Committee.

Secretarial Arrangements

The Chair shall nominate an appropriate administrative staff member to act as the Minute Secretary. The Minute Secretary shall be in attendance at all meetings and shall have responsibility, as directed by the Chair, for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. The Minute Secretary shall not have rights of audience and debate. For further information please refer to the Handbook for Committee Secretaries.

Agendas & Minutes

Minutes, agendas and supporting documents shall be distributed to members of the Library Committee at least 2 working days prior to the forthcoming meeting.

Except with express permission of the Chair, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the Secretary 5 working days prior to the forthcoming meeting.

Minutes, agendas and associated meeting papers may be distributed electronically via email, or by uploading to intranet.

Records due to their nature are subject to regulatory and accreditation bodies and relevant State Acts and therefore must be retained in accordance with the Record Management Policy. Responsibility for ensuring appropriate records management for the Committee rests with the Secretary under the direction of the Chair of the Committee. The Committee shall keep minutes of each meeting. All documentation shall be retained in the College’s primary electronic management system.

The unconfirmed minutes and action sheet should be distributed within 5 working days of the conclusion of the meeting.
Links
The Library Committee will have liaisons with:
- Academic Board
- Teaching & Learning Committee
- Course Development & Review Committee
- Vocational Education & Training Committee

Alternate Chair
The chair shall nominate a deputy Chair if they are absent for a meeting.

Proxies
Proxy votes or proxies describe a person authorized to act for another committee meeting or a document authorizing a person to vote on behalf of another committee meeting. Members who submit proxies are not permitted to attend the committee meeting they have sent the proxy for.

Substitutes for ex-officio positions are allowed for a committee meeting when the person is acting in the ex-officio capacity.

Observers are not permitted at Endeavour Committee meetings unless by invitation by the Chair.

Quorum
Half of the members holding office at the time plus one, including one Senior Librarian, One Heads of School (or representative) and one Program Leader.

Meeting Schedule
The Library Committee shall meet six times a year, normally before meetings of the Academic Board. Additional meetings may be scheduled on a needs basis to enable the Committee to discharge its duties.

Meeting Procedures
For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by electronic means such as Skype.
Sub Committees and Working Parties

The Library Committee may also establish sub-committees to assist its work and functions. The Committee may establish working parties to consider special issues. The Academic Board should be advised when the Committee establishes sub-committees or working parties.

The Library Committee shall receive reports as required from such sub-committees and working parties and have the responsibility to monitor and evaluate activities in respect of each sub-committee’s functional responsibility.

The Library Committee may co-opt persons deemed appropriate to serve on its sub-committees and/or working parties.

Any such sub-committees which have a role in the academic governance process must receive approval from Teaching and Learning Committee or relevant Committee.

Reporting

In order to comply with the dual reporting requirements of this Library Committee and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Academic Board
- Be retained in the College’s primary electronic management system for use in regulatory reporting.

Review and Reference

Terms of Reference and the functioning of the Library Committee should be subject to a periodic review by the Academic Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. At the end of each year the Library Committee will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted.

Status

Approved on: 11/06/2010
Approval Authority: College Council
Next Review Date: 11/06/2011
Version: Three
Examiners’ Committee

Rationale

Endeavour College of Natural Health requires a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Examiners’ Committee shall advise the Academic Board on outcomes of Semester Results. An External Moderator can be appointed to review student’s academic progress and the activities undertaken by the Schools to assess student’s achievement of learning outcomes for each subject in which they are enrolled and to write an External Moderators Report on the academic outcomes of each semester. As a result of the Minutes taken at the Examiners’ Committee, any issues highlighted in the External Moderator’s reports, the Schools will investigate any issues raised and report to the Academic Board on the results of these investigations and any further outcomes, particularly changes to the delivery and/or assessment of subjects. These reports will then be tabled at Academic Board and College Council for notation and approval.

Membership

- Heads of School (Chair)
- National Academic Manager – Academic Standards
- National Student Support Coordinator
- College Services Manager
- Student Records & Reporting Officer
- One (1) representative of the Program Leaders

Period of Office

Elected and appointed members shall normally serve on the Examiners’ Committee for a term of 1 year. Members may serve consecutive terms if appropriate.

Terms of Reference

The Committee will oversee the approval processes for final grades and other assessment activities with the Schools. Also the review, ratification and recommendation of the final grades for each student in each subject to the Academic Board including:

- Ensuring the assessment, moderation, assessment allocation and release of grades are undertaken in a timely fashion, including student progression and achievement, performance at the unit and course level
- Reviewing the effectiveness of assessment practice within the College
• Ensuring consistency of marking across all Endeavour campuses
• To approve final assessments and authorise the release of final grades and finalising students to be excluded
• Identifying incomplete results
• Confirming reassessments and conceded passes as necessary
• Preparing and reporting relevant assessment distribution summaries for quality assurance
• The Examiners’ Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the Endeavour College as deemed appropriate. Such persons may be invited by the Chair of the committee to be in attendance at meetings where appropriate.
• Staff and external stakeholders of the Endeavour College may request the opportunity to address the Examiners’ Committee at any time and this request will be considered and approved by the Chair of the Committee.

Secretarial Arrangements

The Chair shall nominate an appropriate administrative staff member to act as the Minute Secretary. The Minute Secretary shall be in attendance at all meetings and shall have responsibility, as directed by the Chair, for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. The Minute Secretary shall not have rights of audience and debate. For further information please refer to the Handbook for Committee Secretaries.

Agendas & Minutes

Minutes, agendas and supporting documents shall be distributed to members of the Examiners’ Committee at least 2 working days prior to the forthcoming meeting.

Except with express permission of the Chair, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the Secretary 5 working days prior to the forthcoming meeting.

Minutes, agendas and associated meeting papers may be distributed electronically via email, or by uploading to intranet.

Records due to their nature are subject to regulatory and accreditation bodies and relevant State Acts and therefore must be retained in accordance with the Record Management Policy Responsibility for ensuring appropriate records management for the Committee rests with the Secretary under the direction of the Chair of the Committee. The Committee shall keep minutes of each meeting. All documentation shall be retained in the College’s primary electronic management system.

The unconfirmed minutes and action sheet should be distributed within 5 working days of the conclusion of the meeting.
Links
The Examiners’ Committee will have liaisons with:
- Academic Board
- Teaching & Learning Committee
- Course Development & Review Committee
- Vocational Education & Training Committee
- Quality Committee

Alternate Chair
The chair shall nominate a deputy Chair if they are absent for a meeting.

Proxies
Proxies are permitted with prior approval of the Chair. Proxy votes or proxies describe a person authorized to act for another committee meeting or a document authorizing a person to vote on behalf of another committee meeting. Members who submit proxies are not permitted to attend the committee meeting they have sent the proxy for.

Substitutes for ex-officio positions are allowed for a committee meeting when the person is acting in the ex-officio capacity.

Observers are not permitted at Endeavour Committee meetings unless by invitation by the Chair.

Quorum
Half of the members holding office at the time plus one.

Meeting Schedule
The Examiners’ Committee shall meet at the end of each semester, prior to release of results for that semester. However, more meetings may be required to dispose of routine matters and to consider results for units delivered in non-semester based modes.

Additional meetings may be scheduled on a needs basis to enable the Committee to discharge its duties.

Meeting Procedures
For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by electronic means such as Skype.
Sub Committees and Working Parties

The Examiners’ Committee may also establish sub-committees to assist its work and functions. The Committee may establish working parties to consider special issues. The Academic Board should be advised when the Committee establishes sub-committees or working parties.

The Examiners’ Committee shall receive reports as required from such sub-committees and working parties and have the responsibility to monitor and evaluate activities in respect of each sub-committee’s functional responsibility.

The Examiners’ Committee may co-opt persons deemed appropriate to serve on its sub-committees and/or working parties.

Any such sub-committees which have a role in the academic governance process must receive approval from Teaching and Learning Committee or relevant Committee.

Reporting

In order to comply with the dual reporting requirements of this Examiners’ Committee and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Academic Board
- Be retained in the College’s primary electronic management system for use in regulatory reporting.

Review and Reference

Terms of Reference and the functioning of the Examiners’ Committee should be subject to a periodic review by the Academic Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. At the end of each year the Examiners’ Committee will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted.

Status

Approved on: 11/06/2010
Approval Authority: College Council
Next Review Date: 11/06/2011
Version: Three
Vocational Education & Training Committee

Rationale

Endeavour College of Natural Health requires a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Vocational Education and Training (VET) Committee has been established to provide dedicated leadership in shaping and reviewing the Endeavour College strategy as it relates to VET and to support the implementation of the College’s VET strategy.

The VET Committee is a forum for discussing the implications of National and State VET policy developments and framing strategy in response to them in the context of the Endeavour College Strategic Plan. The VET Committee is also a forum for discussing the development of teaching and learning strategy and research strategy as they relate to the VET sector and to ensure the appropriate content and the academic standards of VET are met.

The Committee complements the work of the Academic Board and its other committees, which retain their dual sector provider responsibilities, and provides advice to Academic Board and to its other committees on matters pertaining to VET.

Membership

- National VET Academic Manager (Chair)
- Director of Education (ex officio)
- Program leaders of VET courses
- A Head of School with responsibility to VET courses
- One elected VET staff member (employed 0.5 and above)
- National Academic Manager – Curriculum
- National Academic Manager – Academic Standards
- National Student Support Coordinator
- One nominee of the Academic Board

Period of Office

Elected and appointed members shall normally serve on the VET Committee for a term of 1 year. Members may serve consecutive terms if appropriate.

Terms of Reference

- Advise the Academic Board in relation to the performance in regard to the content and academic standards of VET courses in the College
• Develop, implement and review academic strategies as relating to the VET sector, in the context of the Endeavour College of Natural Health Strategic Plan
• Approve policies and procedures for the development and accreditation of VET sector courses
• Make recommendations to the Academic Board and other Committees on the development and implementation of academic policy, including teaching and learning, research and pathways as it relates to VET programs and the dual sector advantage
• Advise the Academic Board on the content and academic standards of the VET sector courses of the College
• Review the quality and adequacy of academic services and facilities in relation to VET sector courses at the College
• The Vocational Education and Training Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the Endeavour College as deemed appropriate. Such persons may be invited by the Chair of the committee to be in attendance at meetings where appropriate.
• Staff and external stakeholders of the Endeavour College may request the opportunity to address the Vocational Education and Training Committee at any time and this request will be considered and approved by the Chair of the Committee.

Secretarial Arrangements

The Chair shall nominate an appropriate administrative staff member to act as the Minute Secretary. The Minute Secretary shall be in attendance at all meetings and shall have responsibility, as directed by the Chair, for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. The Minute Secretary shall not have rights of audience and debate. For further information please refer to the Handbook for Committee Secretaries.

Agendas & Minutes

Minutes, agendas and supporting documents shall be distributed to members of the Vocational Education and Training Committee at least 2 working days prior to the forthcoming meeting.

Except with express permission of the Chair, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the Secretary 5 working days prior to the forthcoming meeting.

Minutes, agendas and associated meeting papers may be distributed electronically via email, or by uploading to intranet.

Records due to their nature are subject to regulatory and accreditation bodies and relevant State Acts and therefore must be retained in accordance with the Record Management Policy. Responsibility for ensuring appropriate records management for the Committee rests with the Secretary under the direction of the Chair of the Committee. The Committee shall keep
minutes of each meeting. All documentation shall be retained in the College’s primary electronic management system.

The unconfirmed minutes and action sheet should be distributed within 5 working days of the conclusion of the meeting.

Links

The Library Committee will have liaisons with:
- Academic Board
- Teaching & Learning Committee
- Course Development & Review Committee
- Course Development Advisory Committee/s
- Examiners’ Committee

Alternate Chair

The chair shall nominate a deputy Chair if they are absent for a meeting.

Proxies

Proxies are permitted with prior approval of the Chair. Proxy votes or proxies describe a person authorized to act for another committee meeting or a document authorizing a person to vote on behalf of another committee meeting. Members who submit proxies are not permitted to attend the committee meeting they have sent the proxy for.

Substitutes for ex-officio positions are allowed for a committee meeting when the person is acting in the ex-officio capacity.

Observers are not permitted at Endeavour Committee meetings unless by invitation by the Chair.

Quorum

Half of the members holding office at the time plus one.

Meeting Schedule

The Vocational Education and Training Committee shall meet four times a year, normally before meetings of the Academic Board. Additional meetings may be scheduled on a needs basis to enable the Committee to discharge its duties.
Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by electronic means such as Skype.

Sub Committees and Working Parties

The Vocational Education and Training Committee may also establish sub-committees to assist its work and functions. The Committee may establish working parties to consider special issues. The Academic Board should be advised when the Committee establishes sub-committees or working parties.

The Vocational Education and Training Committee shall receive reports as required from such sub-committees and working parties and have the responsibility to monitor and evaluate activities in respect of each sub-committee’s functional responsibility.

The Vocational Education and Training Committee may co-opt persons deemed appropriate to serve on its sub-committees and/or working parties.

Any such sub-committees which have a role in the academic governance process must receive approval from Teaching and Learning Committee or relevant Committee.

Reporting

In order to comply with the dual reporting requirements of this Vocational Education and Training Committee and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Academic Board
- Be retained in the College’s primary electronic management system for use in regulatory reporting.

Review and Reference

Terms of Reference and the functioning of the Vocational Education and Training Committee should be subject to a periodic review by the Academic Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. At the end of each year the Vocational Education and Training Committee will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted.

Status

Approved on: 11/06/2010
Approval Authority: College Council
Next Review Date: 11/06/2011
Version: Three
Research and Scholarship Committee

Rationale

Endeavour College of Natural Health requires a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Research and Scholarship Committee shall advise the Academic Board on research policy and on the development of strategies to promote research and scholarship at Endeavour College in areas of natural medicine. In addition, it shall have delegated responsibility for reviewing the scientific worth, validity and proposed methodology of research proposals to be conducted by College staff, in collaboration with College staff, or on College premises. The Research Committee will recommend such research proposals to the HREC for ethics and consideration as per the HREC Terms of Reference. The Research Committee shall report on its meetings and activities to the Academic Board.

Membership

- Chair elected from external and internal members
- At least three (3) representatives elected by and from Academic Staff
- At least two (2) external members from a tertiary education provider or other research organisation
- National Academic Manager – Academic Standards
- Chair of the Academic Board (ex officio)

Period of Office

Elected and appointed members shall normally serve on the Research Committee for a term of 1 year. Members may serve consecutive terms.

Terms of Reference

- Provide advice to the Academic Board on the development of the research culture and profile of the College
- Regularly review the College’s research policies and procedures including the Research Code of Practice and the Research Activity Register
- Monitor College policies for developing, evaluating and enhancing research and scholarship activities
- Make recommendations to Academic Board on future strategic planning and policy directions for research and the development of scholarship
- Recommend to the Academic Board opportunities for liaison with external bodies, research funding bodies and Journal editors etc. for the advancement and recognition of research and scholarship at the College
- Foster and develop research activity and scholarship amongst staff and students across all campuses and to develop and maintain a policy framework for evaluating research proposals and projects
- Recommend to the Academic Board on budget and resource requirements including ICT, to support research and research and scholarship activities of the College
- The Research and Scholarship Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the Endeavour College as deemed appropriate. Such persons may be invited by the Chair of the committee to be in attendance at meetings where appropriate.
- Staff and external stakeholders of the Endeavour College may request the opportunity to address the Research and Scholarship Committee at any time and this request will be considered and approved by the Chair of the Committee.

Secretarial Arrangements

The Chair shall nominate an appropriate administrative staff member to act as the Minute Secretary. The Minute Secretary shall be in attendance at all meetings and shall have responsibility, as directed by the Chair, for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. The Minute Secretary shall not have rights of audience and debate. For further information please refer to the Handbook for Committee Secretaries.

Agendas & Minutes

Minutes, agendas and supporting documents shall be distributed to members of the Research Committee at least 2 working days prior to the forthcoming meeting.

Except with express permission of the Chair, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the Secretary 5 working days prior to the forthcoming meeting.

Minutes, agendas and associated meeting papers may be distributed electronically via email, or by uploading to intranet.

Records due to their nature are subject to regulatory and accreditation bodies and relevant State Acts and therefore must be retained in accordance with the Record Management Policy. Responsibility for ensuring appropriate records management for the Committee rests with the Secretary under the direction of the Chair of the Committee. The Committee shall keep minutes of each meeting. All documentation shall be retained in the College’s primary electronic management system.

The unconfirmed minutes and action sheet should be distributed within 5 working days of the conclusion of the meeting.
Links
The Research and Scholarship Committee will have liaisons with:
- Academic Board
- HREC
- Teaching & Learning Committee
- Course Development & Review Committee

Alternate Chair
The chair shall nominate a deputy Chair if they are absent for a meeting.

Proxies
Proxies are permitted with prior approval of the Chair.

Quorum
Half of the members holding office at the time plus one, including one external member.

Meeting Schedule
The Research Committee shall meet six times a year, normally before meetings of the Academic Board. Additional meetings may be scheduled on a needs basis to enable the Committee to discharge its duties.

Meeting Procedures
For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by electronic means such as Skype.

Sub Committees and Working Parties
The Research Committee may also establish sub-committees to assist its work and functions. The Committee may establish working parties to consider special issues. The Academic Board should be advised when the Committee establishes sub-committees or working parties.

The Research Committee shall receive reports as required from such sub-committees and working parties and have the responsibility to monitor and evaluate activities in respect of each sub-committee’s functional responsibility.
The Research Committee may co-opt persons deemed appropriate to serve on its sub-committees and/or working parties.

Any such sub-committees which have a role in the academic governance process must receive approval from Academic Board or HREC.

**Reporting**

In order to comply with the dual reporting requirements of this Research Committee and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Academic Board
- Be retained in the College’s primary electronic management system for use in regulatory reporting.

**Review and Reference**

Terms of Reference and the functioning of the Research Committee should be subject to a periodic review by the Academic Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. At the end of each year the Research Committee will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted.

**Status**

Approved on: 11/06/2010  
Approval Authority: College Council  
Next Review Date: 11/06/2011  
Version: Three
Complaints Committee

Rationale
Endeavour College of Natural Health requires a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

A Complaints Committee shall be convened to investigate complaints under Stage 3 – Appealing the Original Decision of the Endeavour College Complaints Policy

Membership
- A Chairperson, who must be a senior member of staff appointed by the Chair of the Academic Board
- One member of the Academic Board
- One member of the Academic staff; and
- A student representative (currently enrolled)

Period of Office
Elected and appointed members shall normally serve on the Complaints Committee for a term of 1 year. Members may serve consecutive terms if appropriate.

Terms of Reference
- Investigate the complaint
- Review the available evidence, seek additional evidence or clarification and interview the staff or student against whom the complaint is made
- Interview other staff or students as required
- The Chair must determine any question relating to admissibility of evidence and any other question of law
- Determine, on balance of probabilities, whether the complaint is founded or not
- In exceptional circumstances where there are substantial grounds to believe that it is necessary in the interests of justice and procedural fairness, the Complaints Committee will consider the matter afresh according to the merits of the case
- May refer a matter back to the Director of Education or Academic Board as appropriate for further consideration and recommendations
- The Complaints Committee (or delegate) will notify the student of the Committee’s decision in writing
- The Complaints Committee (or delegate) may notify any other person of the decision and reasons where proper, however appropriate confidentiality must be maintained
• The Complaints Committee will refer all matters to the Decision Review Committee for further clarification if required.
• The Complaints Committee will provide a report to the Academic Board each year of the complaints that have been heard and of the outcomes and will make available to Academic Board any particular decisions and reports that the Academic Board may request.
• The Complaints Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the Endeavour College as deemed appropriate. Such persons may be invited by the Chair of the committee to be in attendance at meetings where appropriate, however appropriate confidentiality must be maintained.
• Staff and external stakeholders of the Endeavour College may request the opportunity to address the Complaints Committee at any time and this request will be considered and approved by the Chair of the Committee.

Secretarial Arrangements

The Chair shall nominate an appropriate administrative staff member to act as the Minute Secretary. The Minute Secretary shall be in attendance at all meetings and shall have responsibility, as directed by the Chair, for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. The Minute Secretary shall not have rights of audience and debate. For further information please refer to the Handbook for Committee Secretaries.

Agendas & Minutes

Minutes, agendas and supporting documents shall be distributed to members of the Complaints Committee at least 2 working days prior to the forthcoming meeting.

Except with express permission of the Chair, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the Secretary 5 working days prior to the forthcoming meeting.

Minutes, agendas and associated meeting papers may be distributed electronically via email, or by uploading to intranet.

Records due to their nature are subject to regulatory and accreditation bodies and relevant State Acts and therefore must be retained in accordance with the Record Management Policy. Responsibility for ensuring appropriate records management for the Committee rests with the Secretary under the direction of the Chair of the Committee. The Committee shall keep minutes of each meeting. All documentation shall be retained in the College’s primary electronic management system.

The unconfirmed minutes and action sheet should be distributed within 5 working days of the conclusion of the meeting.
Links
The Complaints Committee will have liaisons with:
- Academic Board
- Teaching & Learning Committee
- Decision Review Committee
- Student Misconduct Committee
- Quality Committee

Alternate Chair
The chair shall nominate a deputy Chair if they are absent for a meeting.

Proxies
Proxies are permitted with prior approval of the Chair. Proxy votes or proxies describe a person authorized to act for another committee meeting or a document authorizing a person to vote on behalf of another committee meeting. Members who submit proxies are not permitted to attend the committee meeting they have sent the proxy for.

Substitutes for ex-officio positions are allowed for a committee meeting when the person is acting in the ex-officio capacity.

Observers are not permitted at Endeavour Committee meetings unless by invitation by the Chair.

Quorum
All members of the Complaints Committee holding office at the time must be present at all meetings.

Meeting Schedule
The Complaints Committee shall meet on an ad hoc basis as allegations or appeal requests are received. The Committee must meet at least once per year to review allegations and appeals in the preceding year. Additional meetings may be scheduled on a needs basis to enable the Committee to discharge its duties.

Meeting Procedures
For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by electronic means such as Skype.
Sub Committees and Working Parties

The Complaints Committee may also establish sub-committees to assist its work and functions but must maintain appropriate confidentiality. The Committee may establish working parties to consider special issues but must maintain appropriate confidentiality. The Academic Board should be advised when the Committee establishes sub-committees or working parties.

The Complaints Committee shall receive reports as required from such sub-committees and working parties and have the responsibility to monitor and evaluate activities in respect of each sub-committee’s functional responsibility.

The Complaints Committee may co-opt persons deemed appropriate to serve on its sub-committees and/or working parties but appropriate confidentiality must be maintained.

Reporting

In order to comply with the dual reporting requirements of this Complaints Committee and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Academic Board
- Be retained in the College’s primary electronic management system for use in regulatory reporting.

Review and Reference

Terms of Reference and the functioning of the Complaints Committee should be subject to a periodic review by the Academic Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. At the end of each year the Complaints Committee will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted.

Status

Approved on: 11/06/2010
Approval Authority: College Council
Next Review Date: 11/06/2011
Version: Three
Decision Review Committee

Rationale

Endeavour College of Natural Health requires a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

A Decisions Review Committee shall be convened to investigate complaints and appeals under Section B, Point 9 of the Endeavour College Policies and Procedures Handbook.

Membership

- A Chairperson, who must be a senior member of staff appointed by the Chair of the Academic Board;
- One member of the Academic Board
- One member of the Academic staff
- National Student Support Coordinator
- College Services Manager
- One student representative (currently enrolled)

Period of Office

Elected and appointed members shall normally serve on the Decisions Review Committee for a term of 1 year. Members may serve consecutive terms if appropriate.

Terms of Reference

- Review available evidence, seek additional evidence or clarification and interview relevant persons maintaining appropriate confidentiality
- The Chair must determine any question relating to admissibility of evidence and any other question of law
- The Decisions Review can consider any material that has not been first considered by the Complaints Committee being evidence that was not initially considered by the Complaint Committee or Director of Education under the initial appeal process
- May refer a matter back to the Director of Education or Academic Board as appropriate for further consideration and recommendations
- The Decisions Review Committee (or delegate) will notify the student of the Committee’s decision in writing
- The Decisions Review Committee (or delegate) may notify any other person of the decision and reasons where proper, however appropriate confidentiality must be maintained
- Determine, on balance of probabilities, whether the complaint/appeal is founded or not and uphold or reject the initial decision of the Complaints Committee
- The Decisions Review Committee will provide a report to the Academic Board each year of the complaints that have been heard and of the outcomes and will make available to Academic Board any particular decisions and reports that the Academic Board may request
- Make recommendations on matters of policy and procedures arising out of its investigations
- The Decisions Review Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the Endeavour College as deemed appropriate. Such persons may be invited by the Chair of the committee to be in attendance at meetings where appropriate, however appropriate confidentiality must be maintained.
- Staff and external stakeholders of the Endeavour College may request the opportunity to address the Decisions Review Committee at any time and this request will be considered and approved by the Chair of the Committee, however appropriate confidentiality must be maintained.

Secretarial Arrangements

The Chair shall nominate an appropriate administrative staff member to act as the Minute Secretary. The Minute Secretary shall be in attendance at all meetings and shall have responsibility, as directed by the Chair, for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. The Minute Secretary shall not have rights of audience and debate. For further information please refer to the Handbook for Committee Secretaries.

Agendas & Minutes

Minutes, agendas and supporting documents shall be distributed to members of the Decisions Review Committee at least 2 working days prior to the forthcoming meeting.

Except with express permission of the Chair, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the Secretary 5 working days prior to the forthcoming meeting.

Minutes, agendas and associated meeting papers may be distributed electronically via email, or by uploading to intranet.

Records due to their nature are subject to regulatory and accreditation bodies and relevant State Acts and therefore must be retained in accordance with the Record Management Policy. Responsibility for ensuring appropriate records management for the Committee rests with the Secretary under the direction of the Chair of the Committee. The Committee shall keep minutes of each meeting. All documentation shall be retained in the College’s primary electronic management system.
The unconfirmed minutes and action sheet should be distributed within 5 working days of the conclusion of the meeting.

**Links**

The Decisions Review Committee will have liaisons with:
- Academic Board
- Teaching & Learning Committee
- Complaints Committee
- Student Misconduct Committee
- Academic Administration and Student Support
- Quality Committee

**Alternate Chair**

The chair shall nominate a deputy Chair if they are absent for a meeting.

**Proxies**

Proxies are permitted with prior approval of the Chair. Proxy votes or proxies describe a person authorized to act for another committee meeting or a document authorizing a person to vote on behalf of another committee meeting. Members who submit proxies are not permitted to attend the committee meeting they have sent the proxy for.

Substitutes for ex-officio positions are allowed for a committee meeting when the person is acting in the ex-officio capacity.

Observers are not permitted at Endeavour Committee meetings unless by invitation by the Chair.

**Quorum**

All members of the Decisions Review Committee holding office at the time must be present at all meetings.

**Meeting Schedule**

The Decisions Review Committee shall on an ad hoc basis as allegations or appeal requests are received. The Committee must meet at least once per year to review allegations and appeals investigated in the preceding year and make recommendations to the Academic Administration and Student Support Committee and the Quality Committee on matters of policy and procedures arising out of its investigations. Additional meetings may be scheduled on a needs basis to enable the Committee to discharge its duties.
Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by electronic means such as Skype.

Sub Committees and Working Parties

The Decisions Review Committee may also establish sub-committees to assist its work and functions but must maintain appropriate confidentiality. The Committee may establish working parties to consider special issues but must maintain appropriate confidentiality. The Academic Board should be advised when the Committee establishes sub-committees or working parties.

The Decisions Review Committee shall receive reports as required from such sub-committees and working parties and have the responsibility to monitor and evaluate activities in respect of each sub-committee’s functional responsibility.

The Decisions Review Committee may co-opt persons deemed appropriate to serve on its sub-committees and/or working parties but appropriate confidentiality must be maintained.

Reporting

In order to comply with the dual reporting requirements of this Decisions Review Committee and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Academic Board
- Be retained in the College’s primary electronic management system for use in regulatory reporting.

Review and Reference

Terms of Reference and the functioning of the Decisions Review Committee should be subject to a periodic review by the Academic Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. At the end of each year the Decisions Review Committee will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted.

Status

Approved on: 11/06/2010
Approval Authority: College Council
Next Review Date: 11/06/2011
Version: Three
Student Misconduct Committee

Rationale

Endeavour College of Natural Health requires a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Student Misconduct Committee shall be convened to investigate allegations of student misconduct under the Endeavour College policy of Student Misconduct.

Membership

- A Chairperson, who must be a senior member of staff appointed by the Chair of the Academic Board
- Director of Education
- One (1) member of the Academic staff
- One (1) representative of the Heads of School
- National Student Support Coordinator
- College Services Manager
- One (1) student representative (currently enrolled)

The Student Misconduct Committee shall comprise at least one male member and one female member to provide gender balance. All issues of conflict of interest and confidentiality must be considered in the make up of the committee.

Period of Office

Elected and appointed members shall normally serve on the Student Misconduct Committee for a term of 1 year. Members may serve consecutive terms if appropriate.

Terms of Reference

- Investigate allegations of student misconduct
- Review available evidence, seek additional evidence or clarification and interview relevant persons in relation to the complaint maintaining appropriate confidentiality
- Review available evidence, seek additional evidence or clarification and interview the staff involved or student against whom the misconduct is alleged maintaining appropriate confidentiality
- The Chair must determine any question relating to admissibility of evidence and any further question of law
• May refer a matter back to the Director of Education or Academic Board as appropriate for further consideration and recommendations
• The Student Misconduct Committee (or delegate) will notify the student and/or staff member of the Committee’s decision in writing
• The Student Misconduct Committee (or delegate) may notify any other person of the decision and reasons where proper, however appropriate confidentiality must be maintained
• Determine, on balance of probabilities, whether the misconduct allegation is founded or not and if so recommend the penalties, if any, to be imposed, maintaining appropriate confidentiality
• The Student Misconduct Committee will provide a report to the Academic Board each year of the complaints that have been heard and of the outcomes and will make available to Academic Board any particular decisions and reports that the Academic Board may request
• Make recommendations on matters of policy and procedures arising out of its investigations
• The Student Misconduct Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the Endeavour College as deemed appropriate. Such persons may be invited by the Chair of the committee to be in attendance at meetings where appropriate, however appropriate confidentiality must be maintained.
• Staff and external stakeholders of the Endeavour College may request the opportunity to address the Student Misconduct Committee at any time and this request will be considered and approved by the Chair of the Committee, however appropriate confidentiality must be maintained.

Secretarial Arrangements
The Chair shall nominate an appropriate administrative staff member to act as the Minute Secretary. The Minute Secretary shall be in attendance at all meetings and shall have responsibility, as directed by the Chair, for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. The Minute Secretary shall not have rights of audience and debate. For further information please refer to the Handbook for Committee Secretaries.

Agendas & Minutes
Minutes, agendas and supporting documents shall be distributed to members of the Student Misconduct Committee at least 2 working days prior to the forthcoming meeting.

Except with express permission of the Chair, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the Secretary 5 working days prior to the forthcoming meeting.

Minutes, agendas and associated meeting papers may be distributed electronically via email, or by uploading to intranet.
Records due to their nature are subject to regulatory and accreditation bodies and relevant State Acts and therefore must be retained in accordance with the Record Management Policy. Responsibility for ensuring appropriate records management for the Committee rests with the Secretary under the direction of the Chair of the Committee. The Committee shall keep minutes of each meeting. All documentation shall be retained in the College’s primary electronic management system.

The unconfirmed minutes and action sheet should be distributed within 5 working days of the conclusion of the meeting.

### Links

The Student Misconduct Committee will have liaisons with:
- Academic Board
- Teaching & Learning Committee
- Complaints Committee
- Decisions Review Committee
- Academic Administration and Student Support Committee
- Quality Committee

### Alternate Chair

The chair shall nominate a deputy Chair if they are absent for a meeting.

### Proxies

Proxies are permitted with prior approval of the Chair. Proxy votes or proxies describe a person authorized to act for another committee meeting or a document authorization a person to vote on behalf of another committee meeting. Members who submit proxies are not permitted to attend the committee meeting they have sent the proxy for.

Substitutes for ex-officio positions are allowed for a committee meeting when the person is acting in the ex-officio capacity.

Observers are not permitted at Endeavour Committee meetings unless by invitation by the Chair.

### Quorum

Half plus one of the members holding office at the time, but must include one male and one female.
Meeting Schedule

The Student Misconduct Committee shall on an ad hoc basis as allegations or appeal requests are received. The Committee must meet at least once per year to review allegations and appeals investigated in the preceding year and make recommendations to the Academic Administration and Student Support Committee and the Quality Committee on matters of policy and procedures arising out of its investigations. Additional meetings may be scheduled on a needs basis to enable the Committee to discharge its duties.

Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by electronic means such as Skype.

Sub Committees and Working Parties

The Student Misconduct Committee may also establish sub-committees to assist its work and functions. The Committee may establish working parties to consider special issues. The Academic Board should be advised when the Committee establishes sub-committees or working parties.

The Student Misconduct Committee shall receive reports as required from such sub-committees and working parties and have the responsibility to monitor and evaluate activities in respect of each sub-committee’s functional responsibility.

The Student Misconduct Committee may co-opt persons deemed appropriate to serve on its sub-committees and/or working parties.

Reporting

In order to comply with the dual reporting requirements of this Student Misconduct Committee and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Academic Board
- Be retained in the College’s primary electronic management system for use in regulatory reporting.

Review and Reference

Terms of Reference and the functioning of the Student Misconduct Committee should be subject to a periodic review by the Academic Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. At the end of each year the Student Misconduct Committee will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted.
| Status         | Approved on:          | 11/06/2010 |
|               | Approval Authority:   | College Council |
|               | Next Review Date:     | 11/06/2011 |
|               | Version:              | Three |
Professional Development Committee

Rationale

Endeavour College of Natural Health requires a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Professional Development Committee shall be the forum for advancing the professional development of academic and administrative staff of the College. The College is committed to providing a range of opportunities for the development of its academic and administrative staff through Continuing Professional Development (CPD) programs. Such programs are expected to enhance the vocational knowledge and skills of staff members beyond what would normally be possible in the course of the staff member’s duties. The broad objectives of CPD programs are to enable staff to:

- Maintain and improve professional and vocational knowledge
- Obtain practical experience in the workplace in activities not available in College programs
- Where appropriate, undertake specialised project work as approved by the College
- Attend conferences and make study visits deemed appropriate by the College.

Membership

- Chief Executive Officer (Chair)
- Director of Human Resources
- National Academic Manager – Curriculum
- National Academic Manager – Academic Standards
- Director of Education
- Director, Campus Operations
- One elected Head of School
- One elected Program Leader
- College Services Manager
- Director, Online Learning and Training
- Director, Finance & Corporate Affairs
- Three elected staff members

Period of Office

Elected and appointed members shall normally serve on the Professional Development Committee for a term of 1 year. Members may serve consecutive terms if appropriate.
Terms of Reference

- Advise and make recommendations to the Academic Board on Endeavour College policy in relation to academic and administrative staff Continuing Professional Development (CPD) programs and identify how this will impact on other College policies and practices.
- Guide the development of the online system to support Continuing Professional Development (CPD) programs, with particular reference to the content and structure, reports from the academic coordinators of professional development on the technical, data and resources issues associated with delivery and development, the support resources and staff development implications of its introduction and to report conclusions and recommendations to the Academic Board.
- Consider, assess and make recommendations concerning major staff applications for CPD programs and recommend approval or rejection of applications to Human Resources.
- Plan, organise and advise on Endeavour College community CPD activities in-house.
- Nominate priority areas or groups of staff for Continuing Professional Development (CPD) programs.
- Review and approve reports on Continuing Professional Development (CPD) programs.
- Communicate with, and make reports to, other Endeavour College Committees and bodies in relation to any of the above matters.
- The Professional Development Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the Endeavour College as deemed appropriate. Such persons may be invited by the Chair of the committee to be in attendance at meetings where appropriate.
- Staff and external stakeholders of the Endeavour College may request the opportunity to address the Professional Development Committee at any time and this request will be considered and approved by the Chair of the Committee.

Secretarial Arrangements

The Chair shall nominate an appropriate administrative staff member to act as the Minute Secretary. The Minute Secretary shall be in attendance at all meetings and shall have responsibility, as directed by the Chair, for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. The Minute Secretary shall not have rights of audience and debate. For further information please refer to the Handbook for Committee Secretaries.

Agendas & Minutes

Minutes, agendas and supporting documents shall be distributed to members of the Professional Development Committee at least 2 working days prior to the forthcoming meeting.
Except with express permission of the Chair, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the Secretary 5 working days prior to the forthcoming meeting.

Minutes, agendas and associated meeting papers may be distributed electronically via email, or by uploading to intranet.

Records due to their nature are subject to regulatory and accreditation bodies and relevant State Acts and therefore must be retained in accordance with the Record Management Policy. Responsibility for ensuring appropriate records management for the Committee rests with the Secretary under the direction of the Chair of the Committee. The Committee shall keep minutes of each meeting. All documentation shall be retained in the College’s primary electronic management system.

The unconfirmed minutes and action sheet should be distributed within 5 working days of the conclusion of the meeting.

**Links**

The Professional Development Committee will have liaisons with:
- Academic Board
- Teaching & Learning Committee

**Alternate Chair**

The chair shall nominate a deputy Chair if they are absent for a meeting.

**Proxies**

Proxies are permitted with prior approval of the Chair. Proxy votes or proxies describe a person authorized to act for another committee meeting or a document authorizing a person to vote on behalf of another committee meeting. Members who submit proxies are not permitted to attend the committee meeting they have sent the proxy for.

Substitutes for ex-officio positions are allowed for a committee meeting when the person is acting in the ex-officio capacity.

Observers are not permitted at Endeavour Committee meetings unless by invitation by the Chair.

**Quorum**

Half plus one of the members holding office at the time, including one Director, one Head of School and one Program Leader.
Meeting Schedule

The Professional development Committee shall meet four times a year. Additional meetings may be scheduled on a needs basis to enable the Committee to discharge its duties.

Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by electronic means such as Skype.

Sub Committees and Working Parties

The Professional Development Committee may also establish sub-committees to assist its work and functions. The Committee may establish working parties to consider special issues. The Academic Board should be advised when the Committee establishes sub-committees or working parties.

The Professional Development Committee shall receive reports as required from such sub-committees and working parties and have the responsibility to monitor and evaluate activities in respect of each sub-committee’s functional responsibility.

The Professional Development Committee may co-opt persons deemed appropriate to serve on its sub-committees and/or working parties.

Any such sub-committees which have a role in the academic governance process must receive approval from Academic Board and Teaching and Learning Committee or relevant Committee.

Reporting

In order to comply with the dual reporting requirements of this Professional Development Committee and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Academic Board
- Be retained in the College’s primary electronic management system for use in regulatory reporting.

Review and Reference

Terms of Reference and the functioning of the Professional Development Committee should be subject to a periodic review by the Academic Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. At the end of each year the Professional Development Committee will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted.
Quality Committee of Academic Board

Rationale

Endeavour College of Natural Health requires a committee structure that promotes the goals of excellence and accountability in teaching and scholarship, quality in academic service delivery, strategic academic planning and positive and productive relationships with external educational and professional bodies and industry partners.

The Quality Committee is established under the authority of the Academic Board and is responsible for providing advice and guidance to the Academic Board and other College Committees in respect to quality assurance and accountability policy and processes within Endeavour College. It is further responsible for ensuring that the College is complying with external regulations and is conducting continuous improvement and internal quality assurance and checks.

Membership

- National Academic Manager – Academic Standards (Chair)
- National Academic Manager – Curriculum
- Director, Campus Operations
- Course Development and Review Committee Chair
- One (1) elected Head of School
- One (1) Compliance Coordinator
- One (1) representative from Human Resources
- One (1) representative from Marketing
- National Clinic Manager
- National VET Academic Manager
- College Services Manager
- National Enrolment Coordinator
- Director of Education (ex officio)

Period of Office

Elected and appointed members shall normally serve on the Quality Committee for a term of 1 year. Members may serve consecutive terms if appropriate.

Terms of Reference

- Provide advice to the Academic Board on quality requirements and initiatives that will enable the College to observe the Australian Higher Education Quality Assurance
Framework and the National Protocols for Higher Education Approval Processes requirements and continually improve activities and planning processes

- Develop a Quality Assurance Framework for Endeavour College and oversee the implementation based on relevant national and international best practice and benchmarking activities consistent with Endeavour College’s Strategic, Business and Operational Plans
- Provide advice and recommendations on all policy matters pertaining to quality, ensuring that such policies adhere to the best practice and provide such information and reports as necessary
- Oversee the development and implementation of relevant quality related projects, plans, policies, processes and systems, and monitor and report the performance outcomes of these against strategic objectives
- Monitor the Approval, Review and Accreditation processes and examine reports and progress in implementing associated Action Plans and advise Academic Board on any issues arising from these reviews
- Consider all reports on monitoring, evaluation and review from Course Advisory Committees, Teaching and Learning Committee and Course Review and Development Committee
- Receive and review reports from Course review panels, consultants and professional bodies
- Consult with staff, students and other interested parties to raise awareness of the significance of planning and quality processes throughout the Endeavour Community
- Identify key elements that should form part of the College’s quality management program and oversee all documents in relation to this and then support and monitor the implementation of quality improvement practices
- Review the strategies for ensuring that planning and quality activities and outcomes are developed and implemented
- Advise the Academic Board on the integration of continuous quality improvement processes within the College’s Planning and Reporting Cycle, identifying any gaps in quality assurance or quality improvement processes
- To explain, develop and monitor the implementation of continuous quality improvement across all aspects of the College’s operation
- Consider and monitor a range of institutional statistics and data analysis (including student satisfaction and graduate destination surveys), statistical projections, modelling and other quantitative analysis involving institutional data and develop and apply performance indicators
- Consider and monitor all processes that involve gathering internal and external feedback through periodic surveys and evaluations
- Monitor and review benchmarking within the College and external sectors and suggest opportunities for further benchmarking aligned with the College’s goals
- Oversee the operation of all collaborative academic partnerships, including validated, franchised and other arrangements
- Take note of, and where necessary recommend action in relation, developments in the external environment with implications for quality assurance and/or standards
• Review periodically the College’s quality assurance and accountability structure, and provide advice to the Academic Board on any changes that might be desirable to strengthen performance of the College’s internal and external accountability processes

• Produce and annual Academic Quality and Standards Report and forward it to the Academic Board, with a view to submitting it to the first College Council meeting of the following year

• The Quality Committee is empowered to seek advice and instruction as necessary from such other staff members and external stakeholders of the Endeavour College as deemed appropriate. Such persons may be invited by the Chair of the committee to be in attendance at meetings where appropriate.

• Staff and external stakeholders of the Endeavour College may request the opportunity to address the Quality Committee at any time and this request will be considered and approved by the Chair of the Committee.

Secretarial Arrangements

The Chair shall nominate an appropriate administrative staff member to act as the Minute Secretary. The Minute Secretary shall be in attendance at all meetings and shall have responsibility, as directed by the Chair, for the compilation and circulation of agendas and accompanying papers and the recording and circulation of minutes. The Minute Secretary shall not have rights of audience and debate. For further information please refer to the Handbook for Committee Secretaries.

Agendas & Minutes

Minutes, agendas and supporting documents shall be distributed to members of the Quality Committee at least 2 working days prior to the forthcoming meeting.

Except with express permission of the Chair, late papers or agenda topics will not be accepted and included in the forthcoming meeting. All papers must be submitted to the Secretary 5 working days prior to the forthcoming meeting.

Minutes, agendas and associated meeting papers may be distributed electronically via email, or by uploading to intranet.

Records due to their nature are subject to regulatory and accreditation bodies and relevant State Acts and therefore must be retained in accordance with the Record Management Policy. Responsibility for ensuring appropriate records management for the Committee rests with the Secretary under the direction of the Chair of the Committee. The Committee shall keep minutes of each meeting. All documentation shall be retained in the College’s primary electronic management system.

The unconfirmed minutes and action sheet should be distributed within 5 working days of the conclusion of the meeting.
Links

The Quality Committee will have liaisons with:

- Academic Board
- Teaching & Learning Committee
- Course Advisory Committees
- Course Development & Review Committee
- Vocational Education & Training Committee

Alternate Chair

The chair shall nominate a deputy Chair if they are absent for a meeting.

Proxies

Proxies are permitted with prior approval of the Chair. Proxy votes or proxies describe a person authorized to act for another committee meeting or a document authorizing a person to vote on behalf of another committee meeting. Members who submit proxies are not permitted to attend the committee meeting they have sent the proxy for.

Substitutes for ex-officio positions are allowed for a committee meeting when the person is acting in the ex-officio capacity.

Observers are not permitted at Endeavour Committee meetings unless by invitation by the Chair.

Quorum

Half plus one of the members holding office at the time.

Meeting Schedule

The Quality Committee shall meet three times a year, at the conclusion of every College term (Ordinary meetings) after which it shall report to the Academic Board at the next available meeting. Additional meetings shall be scheduled to consider the development of curricula and/or changes to courses, regulatory changes affecting the College as part of a cycle of continuous improvement.

Meeting Procedures

For the purpose of this Committee policy and associated procedures, “meeting” shall include a meeting conducted face-to-face, by telephone (teleconference) or by electronic means such as Skype.
Sub Committees and Working Parties

The Quality Committee may also establish sub-committees to assist its work and functions. The Committee may establish working parties to consider special issues. The Academic Board should be advised when the Committee establishes sub-committees or working parties.

The Quality Committee shall receive reports as required from such sub-committees and working parties and have the responsibility to monitor and evaluate activities in respect of each sub-committee’s functional responsibility.

The Quality Committee may co-opt persons deemed appropriate to serve on its sub-committees and/or working parties.

Any such sub-committees which have a role in the academic governance process must receive approval from Academic Board and Teaching and Learning Committee or relevant Committee.

Reporting

In order to comply with the dual reporting requirements of this Quality Committee and the governance responsibilities, the following reporting shall occur:

- Minutes of meetings shall be submitted for consideration to the Academic Board
- Be retained in the College’s primary electronic management system for use in regulatory reporting.

Review and Reference

Terms of Reference and the functioning of the Quality Committee should be subject to a periodic review by the Academic Board to ensure that it is operating effectively and fulfilling its functions and reviewed for continuing relevance. At the end of each year the Quality Committee will undertake a self-evaluation of performance. Areas requiring further attention in the following year will be highlighted.

Status

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Next Review Date: 11/06/2011
Version: Three
### Version Summary

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<td>N. Chaperon</td>
<td>Updated with Council feedback. All membership lists updated.</td>
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<td>Correction of typographical errors.</td>
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