

ACADEMIC BOARD TERMS OF REFERENCE

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Contact	Kerry Todd-Smith, Policy Coordinator, policy@morling.edu.au		
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1. ROLE

The Academic Board (AB) is a sub-committee of the Morling College Board, delegated to provide academic governance. Its role is to ensure the academic activities of Morling College (MC) as an Institute of Higher Education (IHE) are reputable, of high quality, comply with institutional policy requirements, deliver expected outcomes for students and that all qualifications awarded are credible for the level of qualification involved. It also makes provision for the sharing of expertise between faculties and departments within MC, to foster the overall quality of learning, teaching and research.

Its responsibilities encompass learning, teaching, scholarship, research, research training and professional development. It is accountable to the MC Board for the development of academic strategy, the formulation of academic policy, the promotion of academic integrity, and the management of academic risk.

MC's academic governance is required to comply with the *Higher Education Standards Framework (Threshold Standards) 2021* under the *Tertiary Education Quality and Standards Agency Act 2011*. These standards require a clear demarcation between academic and corporate governance.

2. DEFINITIONS

Key Term or Acronym	Definition
AB	Academic Board
ACT	Australian College of Theology
AQF	Australian Qualifications Framework

IHE	Institute of Higher Education
MC	Morling College
TEQSA	Tertiary Education Quality Standards Agency

3. CONTEXT STATEMENT

MC is a registered Institute of IHE (PRV12034) of accredited courses in Education, Counselling, Chaplaincy and Spiritual Care, and Professional Supervision.

MC also offers courses in Theology (AQF 5-10), accredited through a third-party arrangement with the Australian College of Theology (ACT). Consequently, MC's policies will incorporate the appropriate academic requirements for each area according to the relevant accrediting authority.

Most of MC's Theology students study courses from the ACT, so academic and student policies are set by the Australian College of Theology, and these can be located at <http://www.actheology.edu.au/policies.php>.

MC academic and student policies will be set in areas for its own IHE requirements in Education, Counselling, Chaplaincy and Spiritual Care, and Professional Supervision, and for relevant whole of institution IHE requirements.

The AB is the peak academic governance forum for MC. Its role primarily relates to the academic governance of courses offered by Morling as an independent IHE. It relates indirectly to courses offered under third party arrangements with other IHEs, insofar as it makes provision for the sharing of expertise between faculties and departments, to foster the quality of learning, teaching and research within MC.

The AB also monitors quality indicators and academic risks for all courses offered at MC.

4. RESPONSIBILITIES

- 4.1 Establish, monitor, and sustain the high quality, compliance and integrity of the higher education provided by MC
- 4.2 Confer awards, in accordance with the Australian Qualification Framework (AQF) and the AQF Qualifications Issuance Policy. Delegate the Chair of the AB the ability to confer awards between meetings at the request of the Director of Student Services, the Dean of Education or the Dean of Counselling, Chaplaincy and Spiritual Care, when deemed necessary and the reason for the conferral is stated.
- 4.3 Ensure quality learning experiences and outcomes for students
- 4.4 Evaluate the effectiveness of academic activities, including establishment and external review of institutional benchmarks
- 4.5 Ensure that the highest standards of academic integrity are maintained in all learning, teaching, and research activities, and that all research activities occur under appropriate oversight and ethics approval regimes.
- 4.6 Identify, monitor and address risks to the academic standards and academic integrity of MC

- 4.7 Oversee the development of new TEQSA complying awards and conducting regular reviews of existing awards
- 4.8 Determining which courses will be removed from accreditation
- 4.9 Approve units of study for Courses accredited by MC
- 4.10 Oversee the moderation of student results
- 4.11 Identify, evaluate, and implement appropriate educational innovation
- 4.12 Establish, oversee, and review academic policies and procedures, for Courses accredited by MC in accordance with:
 - 4.12.1 statutory and regulatory requirements
 - 4.12.2 MC academic policies, procedures, and standards
- 4.13 Oversee the development, implementation, and monitoring of strategic plans for research and for learning and teaching
- 4.14 Appoint committees, including approval of the membership and terms of reference for such committees, to fulfil these responsibilities
- 4.15 Recommend the appointment and approve the reappointment of honorary researchers
- 4.16 Certify to the MC Board annually that the responsibilities set above have been discharged.

5. SUBCOMMITTEES OF THE ACADEMIC BOARD

- 5.1 Learning and Teaching Committee (LTC)
- 5.2 Research Committee (RC)
- 5.3 Low Risk Ethics Committee (LREC)

6. MEMBERSHIP

Qualities

- 6.1 A person appointed to the AB is to have qualifications and experience appropriate to the discharge of the office as a member of the AB.
- 6.2 Members must subscribe to the Morling College Statement of Faith, the Lausanne Covenant or a statement of faith approved by the Morling College Board.

Composition

- 6.3 One Chairperson, appointed by the MC Board, who is to be a senior academic and a member of the MC Board
- 6.4 Academic Dean (Executive Officer)
- 6.5 Vice-Principal (Academic)
- 6.6 Principal
- 6.7 Director of Student Services

- 6.8 One representative from each Faculty area of Morling as a IHE (currently Education and Counselling, Chaplaincy & Spiritual Care), who shall be either the dean of that faculty or the dean's representative
- 6.9 One representative from the Faculty of Bible and Theology, who shall be either the dean of that faculty or the dean's representative
- 6.10 One representative from the Perth Campus of MC, who shall be either the dean of that campus or the dean's representative
- 6.11 Chair (or representative) of the MC Learning and Teaching Committee
- 6.12 Chair (or representative) of the MC Research Committee
- 6.13 Chair of the Low-Risk Ethics Committee
- 6.14 One postgraduate student elected from amongst the students enrolled in the Faculty of Education or the Faculty of Counselling, Chaplaincy and Spiritual Care
- 6.15 Up to 4 externals - academics or industry practitioners with relevant expertise in the one of the disciplines taught at MC
- 6.16 Quality and Compliance Officer (non-voting)
- 6.17 Secretary (non-voting)

7. TERMS OF OFFICE

- 7.1 The term of office for an appointed member of the Board is 5 years
- 7.2 A Board member may be appointed for a period of two consecutive 5 year periods, but then is to have a period of no less than one year off the Board before being eligible for reappointment
- 7.3 The student representative will be elected for a 3-year term. Graduation shall not terminate membership of the Board.
- 7.4 The Chair of the Board may bring a motion to appoint or remove a member.

8. MEETINGS

- 8.1 There will be a minimum of 4 meetings per year
- 8.2 The quorum for meetings will be 50% of members
- 8.3 When a member cannot attend a meeting, they may nominate a replacement to attend in their place
- 8.4 Decisions may be made by circular resolution, or awards conferred by the Chair, between meetings if deemed necessary. The decisions or awards will be reported at the next meeting of the AB.
- 8.5 If not in attendance, the Chair will nominate a member to chair the meeting
- 8.6 Confirmed minutes will be provided to the MC Board.

9. RELATED DOCUMENTS AND LEGISLATION

Conferral Policy: Education, Counselling, Chaplaincy and Spiritual Care, 2022

Learning and Teaching Committee Terms of Reference

Research Committee Terms of Reference

Australian Qualifications Framework, Second Edition 2013

AQF Qualifications Issuance Policy, Second Edition 2013

Higher Education Standards Framework (Threshold Standards) 2021

TEQSA, 11 October 2017, Governance Note: Academic Governance

10. REFERENCES

Avondale Academic Board

11. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
7.00	MC Board	11 September 2023	11 September 2023	Changed membership to include the Chair of the LREC, and to reflect changes to structure and roles: Academic Dean now the executive officer; the CAO replaced by the VP (Academic). Clarified membership of academic/industry reps have expertise 'in the one of the disciplines taught at MC'
6.01	Policy Coordinator	March 2023	March 2023	Header table updated to include keywords.
6.00	MC Board	22 December 2022	1 January 2023	Removed references to the University of Divinity and added 'Professional Supervision' throughout. Added 'The Academic Board is the peak academic governance forum for MC' to the Context Statement. Expanded 4.5 to add clarity. Added Low-Risk Ethics Committee to 5.
5.00	MC Board	29 March 2022	29 March 2022	Added 4.2 and amended 8.4 to include the Chair's conferral of awards. Removed wording from 4.16 made redundant by the above changes. 6.14: amended to Senior Quality and Compliance Officer to reflect change in role and title. Added to 9: Australian Qualifications Framework; AQF Qualifications Issuance Policy, Conferral Policy: ED, CCSC
4.01	AB, Leadership Team	September 2021	September 2021	Institute of Higher Education replaced Higher Education Provider, to reflect the change in classification by TEQSA.

				Membership changes to reflect changes in roles. 6.5: Director of Student Services replaced Registrar. 6.14: Compliance Officer replaced Academic Quality Officer
4.00	AB, MC Board	24 November 2020	1 January 2021	Amended 4.8 to read 'Approve'. instead of 'Oversee the approval of'. Added 4.14 . Added 6.2, 6.9, 7.3 and 7.4. Amended 6.7, 6.8 making the Dean or nominee voting members. Amended 7.1, adding '...the Lausanne Covenant or a statement of faith approved by the MC Board. Amended 7.3, adding 'Graduation shall not terminate membership of the Board.' 9. Added TEQSA documents
3.1	AB, MC Board	21 March 2020	21 March 2020	Added quality and risk monitoring to 3. Added BAT representative (non-voting) member with a standing invitation. Added Secretary (non-voting) to membership.
3.0	AB, MC Board	6 August 2019	6 August 2019	Renamed Academic Board Terms of Reference. Updated to reflect change in MC structure and roles. Added 4.1 and 4.2 to Responsibilities. Added Principal and Academic Quality Officer to Membership. Postgraduate student to be elected for a term of 3 years; included representative from new Research Committee and Learning and Teaching Committees. Removed references to third party providers and to courses not accredited by MC. Specified that the number of meetings is a minimum.
2.0	AB, MC Board	15 May 2018	15 May 2018	Renamed Academic Board Policy. Updated to reflect changes in TEQSA standards. Membership updated to reflect changes in MC Roles and to generalise representation of third-party providers. Term of office changed from 3 to 5 years. Streamlined and formatted into new template

1.0	AB, MC Board	July 2012	July 2012	Renamed Academic Board Framework. Provided more detail re responsibilities. Updated membership added Terms of Office. Included Board Executive.
0	MC Board	March 2009	March 2009	Original Terms of Reference

Download this policy anew with each use, as it may have changed.