

BOARD OF STUDIES

TERMS OF REFERENCE

PURPOSE

- Provide advice to the Dean and the Academic Advisory Board on matters related to the academic programs of Catholic Theological College (CTC)
- Identify issues, review feedback related to courses and programmes, and consider how these can be addressed
- Consider ways to ensure students and staff are well supported in their academic pursuits, including with the services offered by the Library, ESOL, student support and others
- Consider course and programme development, based on evaluations, feedback and horizon scanning
- Consider any matters delegated to it by the Academic Advisory Board

MEMBERSHIP

- Dean (Chair)
- Programme Coordinator L7
- Programme Coordinator L5 & L6
- Librarian
- 2-4 academic staff representatives
- Student representative

The Chief Executive has a standing invitation to attend with speaking rights, to receive or provide information and advice.

Academic staff and student representatives are appointed by the Dean (after consultation with key staff), and expressions of interest from staff and students will be called annually. Appointment terms are for one year, and representatives may serve up to 3 years in succession. After a year off the Board of Studies (BOS), they may be appointed again for future terms.

MEETINGS

- Meetings will be in person or by video conference, as agreed with the chair
- There will be a minimum of 8 meetings per year

AGENDA AND MINUTES

- The Chair will send the Agenda out three working days before the meeting
- Minutes will be taken on a rotational basis by members of the BOS
- Minutes will be circulated within two weeks to all BOS members and will be made available to all academic staff

DELEGATED AUTHORITY

- This committee does not have financial or decision-making authorities.

TRANSPARENCY, CONFIDENTIALITY AND GOOD FAITH

- Members should read and abide by the Te Kupenga Code of Conduct, acting in good faith at all times
- There may be times when discussions are confidential, to ensure privacy of individuals or decisions which are sensitive to organisational development. When an agenda item is confidential, this will be signalled by the Chair, and minutes shared outside of the BOS will be redacted accordingly
- BOS members will comply with the Privacy Act 2020

REVIEW AND APPROVAL

The Board of Studies Terms of Reference are reviewed annually and approved by the Chief Executive.

Date of issue: 16 October 2020

Next review date: October 2021