

1 Functions of the Academic Board (as per the amended ordinance¹ in Appendices 1 and 2)

- 1.1 There is to be an Academic Board of the College which is responsible to the Governing Board for:
 - 1.1.1 Policy formulation, advice and decision making in all academic matters (delegated to it by the Governing Board); and
 - 1.1.2 Maintenance of the academic values, quality and standards of the College.
- 1.2 The Academic Board is to be the pre-eminent source of advice to the Principal and Governing Board in relation to academic matters concerning the College.
- 1.3 The academic governance and reporting structures are set out in Schedule 1.
- 1.4 The Academic Board Chair is to report regularly to the Governing Board.

2 Membership:

- 2.1 The Governing Board, in consultation with the Principal, is to appoint a person who is an independent member of the Governing Board with appropriate academic experience to be chair of the Academic Board, and may remove such person as the chair.
- 2.2 Notwithstanding section 2.4, the formal (voting) membership of the Academic Board is to include:
 - 2.2.1 The Governing Board-appointed Chair of the Academic Board;
 - 2.2.2 The Academic Dean (deputy chair);
 - 2.2.3 The Principal;
 - 2.2.4 The Vice Principal;
 - 2.2.5 The Registrar;
 - 2.2.6 All academic staff holding a full-time teaching appointment at MTC;
 - 2.2.7 One Postgraduate research student representative;
 - 2.2.8 One Postgraduate coursework student representative;
 - 2.2.9 One Undergraduate student representative; and
 - 2.2.10 One external academic
 - 2.2.11 *Such other persons* as may be approved by the Governing Board.
- 2.3 The non-voting membership of the Academic Board is to include:
 - 2.3.1 The Librarian;
 - 2.3.2 The IT Manager; and
 - 2.3.3 Dean of Operations
- 2.4 The Governing Board may appoint and remove members of the Academic Board provided that a majority of voting members are Faculty of the College. A person appointed as a member of the Academic Board is to have qualifications and experience appropriate to the discharge of the office as a member of the Academic Board.
- 2.5 The Academic Dean will be the Deputy Chair of Academic Board and will preside at meetings or represent the Academic Board in the absence of the Chair.
- 2.6 In the absence of the Chair and Deputy Chair, the Principal or Vice Principal will act as Chair.

3 Delegations from the Governing Board to the Academic Board

- 3.1 The Academic Board shall have delegated authority from the Governing Board to:
 - 3.1.1 Approve major revisions to degree structures;
 - 3.1.2 Approve procedures and guidelines related to Governing Board-approved policies;
 - 3.1.3 Conduct reviews of degree programs and other academic aspects of the college; and
 - 3.1.4 Set academic entry requirements to degree programs, including English language requirements and advanced standing rules; and
 - 3.1.5 Implementation of approved academic policies.

¹ Moore Theological College Ordinance 2009 Amendment Ordinance 2011

- 3.2 The Academic Board shall recommend to the Governing Board for approval;
 - 3.2.1 New academic policies and changes to existing academic policies;
 - 3.2.2 The list of graduands for the various awards of the College together with aggregates of outcomes for each award.
 - 3.2.3 Revisions to (i) the Learning and Teaching Plan and (ii) the Research Plan, when requested by the Governing Board
- 3.3 The Governing Board will retain authority to:
 - 3.3.1 Appoint the Chair of Academic Board;
 - 3.3.2 Change the composition of the Academic Board membership;
 - 3.3.3 Approve new degree programs;
 - 3.3.4 Discontinue existing degree programs;
 - 3.3.5 Approve the formation, roles and responsibilities of Academic Board standing committees.
 - 3.3.6 Admit candidates to degrees

4 Board Operations

- 4.1 Agenda
 - 4.1.1 The Academic Board Chair, Deputy Chair and Registrar will be responsible for setting the Academic Board agenda (the Agenda Committee).
 - 4.1.2 The agenda will be electronically circulated to members at least three working days prior to a meeting.
- 4.2 Frequency and duration of Academic Board meetings:
 - 4.2.1 There will be at least four meeting of Academic Board per year, with dates determined in the December of the previous year.
 - 4.2.2 Additional meetings may be called by the Chair and Principal with seven days notice to members.
 - 4.2.3 Meetings will extend for a maximum of two hours unless an extension is approved by the members present.
- 4.3 Structure and Proceeding of Academic Board Meetings
 - 4.3.1 Meeting procedures will follow those set out in Renton (1994)² and Col 3:12.
 - 4.3.2 In addition to the normal committee procedures (approval of previous minutes, etc) the main items of routine business of the Academic Board will be:
 - Brief reports on academic matters by the Chair, the Principal and the heads of L&TC, R&CC and MDEC
 - Consideration of major items brought before Academic Board; and
 - Academic approvals
 - 4.3.3 Agenda items and motions may be proposed by
 - the Agenda Committee
 - the Academic Board Committees or
 - individual members of the Academic Board (with requirement of a seconder at the meeting).
 - 4.3.4 Agenda items set for discussion may be indicated (starred) by the Agenda Committee or by members of Academic Board at the start of the meeting.
 - 4.3.5 Items not starred will be approved or noted *en masse* by voting at the start of the meeting.
 - 4.3.6 Motions will pass on a simple majority of votes of members present.
 - 4.3.7 The Chair will have a deliberative but not a casting vote.
- 4.4 Quorum
 - 4.4.1 Academic Board quorum will be 12. If a meeting has not achieved quorum within 15 minutes after the indicated time of commencement the meeting will be adjourned.
 - 4.4.2 Members may attend via remote communications links and members attending in this form will count towards quorum.
- 4.5 Out-of meeting approvals

² Renton, N.E., 1994. Guide for Meetings and Organisations (6th ed.). Law Book Co., Sydney.

- 4.5.1 Matters of an urgent nature may be approved by email circulation to all board (and committee) members.
- 4.5.2 Matters subject to out-of-meeting approvals must receive unanimous approval by at least 66% of the total Academic Board voting membership, otherwise the matter will be referred to the next Academic Board meeting.

5 Standing Committees

There will be three academic standing committees of the Academic Board:

- 5.1.1 The Learning and Teaching Committee (L&TC);
 - 5.1.2 The Research and Centres Committee (R&CC); and
 - 5.1.3 The Moore Distance Education Committee
- 5.2 The Academic Board may recommend to the Governing Board formation of additional standing committees with specific terms of reference.
- 5.3 The Academic Board may create further *ad hoc* committees with specific terms of reference and duration.

6 Brief of the Learning and Teaching Committee (L&TC):

- 6.1 The L&TC reports to the Academic Board
- 6.2 Membership:
- 6.2.1 The Academic Dean (Chair);
 - 6.2.2 Chair of Academic Board (ex officio);
 - 6.2.3 Principal;
 - 6.2.4 Vice-Principal;
 - 6.2.5 Dean of Students
 - 6.2.6 Dean of Women
 - 6.2.7 Director of Postgraduate Studies
 - 6.2.8 Director of Part-Time Studies
 - 6.2.9 Head or nominee of all formal academic departments;
 - 6.2.10 An elected academic member from each of the formal academic departments;
 - 6.2.11 Registrar;
 - 6.2.12 Librarian;
 - 6.2.13 One undergraduate;
 - 6.2.14 One postgraduate coursework student; and
 - 6.2.15 *Such other persons* as may be approved by the Academic Board
- 6.3 Meeting frequency
- 6.3.1 The L&TC shall meet a minimum of six times per year
 - 6.3.2 The L&TC will meet in December for the annual Assessment Review
- 6.4 Responsibilities
- 6.4.1 Oversight of course delivery for coursework awards;
 - 6.4.2 Formulation of the Learning and Teaching Plan;
 - 6.4.3 Formulation (for Academic Board decision) of learning and teaching policy;
 - 6.4.4 Quality assurance with respect to coursework awards;
 - 6.4.5 Formulation of academic regulations with respect to coursework awards;
 - 6.4.6 Assessment review of student results.
- 6.5 Governing Board delegations to the L&TC:
- 6.5.1 Authority to:
 - Approve minor changes to degree program (course) requirements;
 - Approve new units (with concurrence of the Academic Dean and Principal);
 - Discontinue existing units (with concurrence of the Academic Dean and Principal);
 - Approve changes to assessments and the general aim of existing units and receive reports from academic departments on all other changes to existing units;
 - Approve student results and grades in all coursework courses.
 - 6.5.2 Recommendations to Academic Board for approval;

- New academic policies and regulations and changes to existing academic policies and regulations relating to learning and teaching;
 - The list of graduands for the various coursework awards of the College together with aggregates of outcomes for each award; and
 - Update of, at least every three years, the Learning and Teaching Plan.
- 6.5.3 Provide Reports to Academic Board on:
- Outcomes compared with targets for each agreed key performance indicator within the scope of the L&TC;
 - Compliance with all relevant external obligations; and
 - Quality assurance and improvement measures for all academic matters within its areas of responsibility.
- 6.6 Quorum, Agenda and Minutes
- 6.6.1 The quorum of the L&TC will be a simple majority of members.
- 6.6.2 The agenda and accompanying documents for L&TC meetings will be made available to members at least 3 working days prior to the meeting
- 6.6.3 The minutes of L&TC meeting will be made available to the next Academic Board meeting.
- 6.7 Learning and Teaching Committee Executive
- 6.7.1 The Learning and Teaching Executive Committee Executive is authorised by the Learning and Teaching Committee to act on its behalf, if required, between meetings of the Committee. The Executive reports to the Committee.
- 6.7.2 The Learning and Teaching Committee Executive consists of:
- 6.7.2.1 the Chair of the Learning and Teaching Committee
- 6.7.2.2 at least two others from the Principal, the Vice-Principal and the Heads of the Academic Departments; and
- 6.7.2.3 in attendance – the Registrar.
- 6.7.3 The Executive meets as required and is chaired by the Chair of the Learning and Teaching Committee.
- 6.7.4 The minutes of the Learning and Teaching Committee Executive are received at the next meeting of the Learning and Teaching Committee.

7 Brief of the Research and Centres Committee (R&CC):

- 7.1 The Research and Centres Committee reports to the Academic Board.
- 7.2 Membership:
- 7.2.1 The Director of Postgraduate Studies (Chair);
- 7.2.2 Chair of Academic Board (ex officio);
- 7.2.3 Principal;
- 7.2.4 Vice-Principal;
- 7.2.5 Academic Dean
- 7.2.6 Dean of Students
- 7.2.6 Dean of Women
- 7.2.7 Faculty Research Advisor;
- 7.2.8 PhD Course Coordinator;
- 7.2.9 MTh Course Coordinator;
- 7.2.10 Head or nominee of all formal academic departments;
- 7.2.11 Directors (or equivalent) of centres;
- 7.2.12 An elected academic member from each of the formal academic departments;
- 7.2.13 Registrar;
- 7.2.14 One postgraduate research student; and
- 7.2.15 *Such other persons* as may be approved by the Academic Board.
- 7.3 Meeting frequency
- 7.3.1 The R&CC shall meet a minimum of four times per year.
- 7.4 Responsibilities:
- 7.4.1 Oversight of course delivery of research higher degree awards;

- 7.4.2 Formulation of Research Plan (to be updated at least every three years);
- 7.4.3 Formulation (for Academic Board decision) of research policy;
- 7.4.4 Quality assurance with respect to research awards;
- 7.4.5 Formulation of academic regulations with respect to research awards;
- 7.4.6 Support of Faculty Research activities; and
- 7.4.7 Oversight of academic matters related to centres
- 7.5 Governing Board delegations to the Research and Centres Committee:
 - 7.5.1 Authority to:
 - Approve minor changes to research degree program requirements;
 - Appoint thesis examiners;
 - Consider reports of thesis examiners and determine outcomes of examinations;
 - 7.5.2 Recommend to Academic Board for approval;
 - New academic policies and regulations and changes to existing academic policies and regulations, relating to research and scholarship;
 - Update of, at least every three years, the Research Plan;
 - The list of graduands for the various research degree awards of the College.
 - 7.5.3 Provide Reports to Academic Board on:
 - Outcomes compared with targets for each agreed key performance indicator within the scope of the R&CC;
 - Compliance with all relevant external obligations; and
 - Quality assurance and improvement measures for all academic matters within its areas of responsibility.
- 7.6 Quorum, Agenda and Minutes
 - 7.6.1 The quorum of the R&CC will be a simple majority of members.
 - 7.6.2 The agenda and accompanying documents for R&CC meetings will be made available to members at least 3 working days prior to the meeting
 - 7.6.3 The minutes of R&CC meeting will be made available to the next Academic Board meeting.

8 Brief of the Moore Distance Education Committee (MDEC)

- 8.1 The Moore Distance Education Committee reports to the Academic Board.
- 8.2 The voting membership of MDEC is to include:
 - 8.2.1 The Director of Moore Distance (Chair);
 - 8.2.2 Four members of the Academic Board;
 - 8.2.3 One external practitioner; and
 - 8.2.4 *Such other persons* as may be approved by the Academic Board.
- 8.3 The non-voting membership is to include:
 - 8.3.1 One or more course administrators as approved by the Academic Board
- 8.4 Meeting frequency
 - 8.4.1 The MDEC shall meet a minimum of four times per year
- 8.5 Responsibilities
 - 8.5.1 Oversight of course delivery for Moore Distance courses;
 - 8.5.2 Quality assurance with respect to Moore Distance courses at the level of content, delivery and assessment;
 - 8.5.3 Formulation of academic regulations with respect to Moore Distance courses;
 - 8.5.4 Assessment review of student results.
- 8.6 Governing Board delegations to the Moore Distance Education Committee:
 - 8.6.1 Authority to:
 - Approve minor changes to course requirements;
 - Approve new units (with the concurrence of Academic Dean and the Principal)
 - Discontinue existing units (with the concurrence of the Academic Dean and the Principal)
 - 8.6.2 Recommend to Academic Board for approval;

- New academic policies and regulations and changes to existing academic policies and regulations, relating to Moore Distance courses ;
 - The list of graduands for the various Moore Distance courses of the College.
- 8.6.3 Provide Reports to Academic Board on:
- Outcomes compared with targets for each agreed key performance indicator within the scope of the MDEC;
 - Compliance with all relevant external obligations; and
 - Quality assurance and improvement measures for all academic matters within its areas of responsibility.
- 8.7 Quorum, Agenda and Minutes
- 8.7.1 The quorum of the MDEC will be a simple majority of members.
- 8.7.2 The agenda and accompanying documents for MDEC meetings will be made available to members at least 3 working days prior to the meeting
- 8.7.3 The minutes of MDEC meeting will be made available to the next Academic Board meeting.

9 Review and Implementation

- 9.1 This document and all provisions relating to the structure, operations, membership and delegations by the Governing Board to the Academic Board will be reviewed by the Academic Board at least once every three years.
- 9.2 The structure, operations, membership and delegations by the Governing Board to the Academic Board contained in this document will take effect from Semester 2, 2012.

Document History

| Version | Authorised By | Approval Date | Effective Date | Sections Modified |
|---------|-----------------|---------------|----------------|---|
| 1.0 | Governing Board | 20/03/2012 | 16/07/2012 | New document |
| 1.1 | Governing Board | 20/03/2013 | 20/03/2013 | Academic Board 08/03/2103 recommended amendments: 1. Members on study leave and long service leave are considered as on leave of absence from the Academic Board. 2. At 4.5.2 inserted 'voting': '66% of the total Academic Board voting membership'. 3. At 6.5.1 4 th point – replaced with 'Approve changes to assessments and the general aim of existing units and receive reports from academic departments on all other changes to existing units'. |
| 1.2 | Governing Board | 18/03/2014 | 18/03/2014 | Academic Board 07/03/2014 recommended amendments: 1. Add '3.3.6. Admit candidates to degrees'. 2. Change of document name to ' <i>Academic Board Provision</i> '. |
| 1.3 | Governing Board | 18/02/2016 | 18/02/2016 | 1. Update logo 2. Update title: Dean of Research to Director of Postgraduate Studies. 3. Update membership of various committees at 6.2 and 7.2 arising from review of the title Dean. 4. New point 8: MDEC membership and delegations. 5. Renumber subsequent points after 8. |

Appendix 1 (Excerpt from 35/2009 and 15/2011)

Moore Theological College Ordinance 1984 Amendment Ordinance 2009

No 35, 2009

Long Title: An Ordinance to amend the Moore Theological College Ordinance 1984.

As amended by

Moore Theological College Ordinance 2009 Amendment Ordinance 2011

No 15, 2011

Long Title: An Ordinance to amend the Moore Theological College Ordinance 2009.

Schedule

4. Powers of the Council

4.1. For the purposes of its objects, the Council has power –

- (c) to determine consistently with this Ordinance the courses of education and instruction to be provided in the College and all policies and procedures relating to the students, teaching and research staff and other employees of the Council and persons carrying out services for or functions in the College, and
- (d) to develop policies and procedures that reflect the values and goals of the College, and that are adequate to ensure the quality and integrity of the College's academic programs.
- (i) to appoint such executive or other committees with such powers and duties and to delegate thereto or to a member of the Governing Board or employee such matters as the Council may think fit,
- (m) to offer Higher Education courses in accordance with all relevant Commonwealth and State laws and regulations and to seek approval from relevant Higher Education authorities to conduct Higher Education courses,
- (n) to confer and, on a majority of not less than two thirds of the members of the Governing Board, withdraw such academic awards of the College as are accredited by the relevant accrediting authority according to New South Wales law and such other academic awards of the College as the Council may approve from time to time,
- (p) to grant credit in courses of education and instruction provided in the College for academic achievements obtained elsewhere,

24. Academic Board ~~Board of Studies~~

24.1. There is to be an Academic Board ~~a Board of Studies~~ of the College which is responsible to the Governing Board for –

- (a) policy formulation and decision making in all academic matters, and
- (b) maintaining the academic values, quality and standards of the College.

24.2. The Academic Board ~~Board of Studies~~, in relation to academic matters concerning the College, is to be the preeminent source of advice to the Governing Board.

24.3. The Governing Board is to appoint and may remove persons as members of the Academic Board ~~Board of Studies~~ provided that a majority of members are to be members of the Faculty. A person appointed as a member of the Academic Board ~~Board of Studies~~ is to have qualifications and experience appropriate to the discharge of the office of a member of the Academic Board ~~Board of Studies~~.

24.4. ~~The Principal is to appoint a person who is a member of the Board of Studies to be its chairman and may remove such person as the chairman. A person may not be appointed chairman unless the person has signed the declaration set out in the Schedule and delivered the signed declaration to the Secretary.~~