

TABOR

ACADEMIC BOARD POLICY

Authorised By:	Board of Governors	Revision: 3.15
Last Amendment Date:	Revision Date: 08 Dec 2021	
Review Due Date:	Next Review: 08 Mar 2024	
Related Documents:	Tabor Constitution S.18 Higher Education Standards Framework 2015 Scholarship Committee Terms of Reference Academic Quality Assurance Committee Terms of Reference Student Support Committee Academic Freedom Policy Risk Management Policy Academic Plan	
Responsible Officer:	Academic Director	
Review:	Board of Governors	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer.

1. Overview

Tabor is committed to continuous improvement of teaching, learning, scholarship and research to provide quality outcomes for students. This includes a commitment to exceed each of the standards identified in the Higher Education Standards Framework (revised 2015). Pursuant to this commitment it will provide for academic quality assurance and governance through a properly constituted independent Academic Board, which is the pre-eminent source of advice to the Board of Governors and the President on matters of academic governance and quality. Its membership will have the capacity to provide the institution with the expertise required to ensure that academic standards are maintained and improved. This policy specifies the membership requirements, roles, responsibilities and procedures for the Academic Board.

This policy relates to S.18 of the [Constitution of Tabor College Inc.](#) and the Higher Education Standards, particularly 6.3 Academic Governance

2. Scope

This policy applies to the members of the Board of Governors, the Academic Board, the Executive Council, and the AB's subcommittees.

3. Policy Principles

This policy:

- 3.1. Complies with relevant Commonwealth and State legislation, regulations and guidelines.
- 3.2. Enables the Academic Board (in compliance with HESF 6.3) to:
 - 3.2.1. Provide, by means of an effective Policy Framework, academic oversight and monitoring that assures the quality of teaching, learning, scholarship and research.
 - 3.2.2. Critically scrutinise and advise on approving and accrediting courses of study and their associated qualifications.
 - 3.2.3. Monitor and initiate action to improve performance against institutional benchmarks for academic quality and outcomes.
 - 3.2.4. Critically evaluate the quality and effectiveness of educational innovations or proposals for innovations.
 - 3.2.5. Monitor and report to the Board of Governors on the quality of teaching, learning, scholarship and research, and on potential risks to academic quality and academic integrity.
 - 3.2.6. Contribute to the promotion of an academic culture where students and staff are treated equitably and the wellbeing of students and staff is fostered.

4. Procedures

- 4.1. The Academic Board will:
 - 4.1.1. Review, approve and report on Tabor's academic policies and procedures, including academic quality improvement mechanisms. (HESF 6.3.2.a) Approving changes to existing policies and procedures will be delegated to the Board's subcommittees.
 - 4.1.2. Monitor, review, approve and report on college benchmarks for academic quality and outcomes against which indicators such as student admission, progression, completion and experience at Tabor can be judged.
 - 4.1.3. Monitor the quality of learning materials and facilities provided for course delivery.
 - 4.1.4. Monitor and review the effectiveness and quality of the College's Academic Plan.
 - 4.1.5. Monitor the academic leadership at the College level, and the suitability, performance and development provisions for academic staff.
 - 4.1.6. Monitor, review and report on academic and research integrity among faculty and students.
 - 4.1.7. Critically scrutinise Tabor's accredited courses and courses seeking accreditation.
 - 4.1.8. Ensure that Tabor's course learning outcomes, content, structure, delivery, assessment and outcomes are externally referenced with similar courses offered at the same level by other like higher education providers and all relevant external reference points (e.g. the AQF).
 - 4.1.9. Oversee regularly scheduled reviews of Tabor's academic courses.
 - 4.1.10. Ensure that Tabor's course delivery and outcomes are informed by scholarship, recent developments in the discipline, and, where applicable, professional standards.
 - 4.1.11. Approve for submission to TEQSA applications for material changes to existing courses
 - 4.1.12. Recommend the approval of new courses the closure of existing courses to the Board of Governors.
 - 4.1.13. Manage academic risk in accordance with the Tabor Risk Management Policy and procedures.
 - 4.1.14. Recommend to the Board of Governors the revocation of a degree where the graduate has subsequently been found to have obtained it fraudulently or dishonestly.
 - 4.1.15. Oversee the provision of freedom of academic enquiry and expression.

- 4.1.16. Authorise significant changes in accordance with the [Academic Governance Policy](#) provided that in the Board's view the proposed changes provide for improved student outcomes, and do not result in a change to course learning outcomes.
- 4.1.17. Oversee academic grievances in accordance with Tabor's academic grievance process.
- 4.1.18. Action any other items requested by the President or Board of Governors.
- 4.2. The Board will ensure that students have opportunities to participate in the deliberative and decision-making processes of the College, including its academic governance. This will be facilitated by the inclusion on the Academic Board agenda of (i) a standing item focussed on "Student Issues" and (ii) the minutes from Student Leadership Team meetings. The Chair of the Student Leadership Team may initiate a meeting with the Academic Board Chair at any time, should there be specific concerns / issues that need to be addressed.
- 4.3. The Board may establish sub-committees and occasional task groups to help it achieve its responsibilities. The standing sub-committees of the AB are:
 - 4.3.1. Academic Quality Assurance Committee
 - 4.3.2. Scholarship Committee
 - 4.3.3. Student Support Committee
- 4.4. The Board may request reports and reviews, either internal or external, as well as attendance at a meeting by designated key staff of the College, for it to achieve its responsibilities.
- 4.5. Meetings:
 - 4.5.1. The Academic Board will normally meet at least four times a year.
 - 4.5.2. Minutes will be kept of each meeting.
 - 4.5.3. The Executive Officer will liaise with the Chair of the Academic Board to develop a work schedule for the year, agendas for meetings, and to ensure timely notification of meetings and provision of Board papers and reports.
 - 4.5.4. Five members of the Board, including a minimum of two external members, will constitute a quorum.
- 4.6. Reporting:
 - 4.6.1. The Chair of the Academic Board will be an ex-officio (voting) member of the Board of Governors for providing advice and reporting on academic matters.
 - 4.6.2. Following each meeting of the Academic Board, the Chair will make a written report to the following meeting of the Board of Governors. The report will include, for example:
 - a) any concerns regarding academic standards
 - b) any academic risk rated as medium – high-level risk
 - c) recommendations regarding academic quality improvements
 - d) actions taken in respect of (a) – (c) above.
 This report will be a standing agenda item at each Board of Governors meeting.
 - 4.6.3. The Chair of the Academic Board will write an annual report for the Board of Governors and for any Government departments or agencies for which such reporting is required under Commonwealth or State legislation.

5. Membership

- 5.1.1. The Academic Board will include at least three external members who are independent of Tabor (HESF 6.1.1) and who possess the qualifications, knowledge and experience required to enable them to provide effective leadership and competent oversight and advice.
- 5.1.2. An independent member will be appointed by the Board of Governors to serve as the Chair.
- 5.1.3. The Deputy Chair will be an independent member and will be appointed by the Chair. The Deputy Chair will serve as Chair when required and succeed the Chair when necessary.

- 5.1.4. Nominations of proposed independent members will be referred for the approval of the Board of Governors by the Chair of the Academic Board. Independent members will normally serve for a term of 3 years, with an additional term requiring confirmation from the Board of Governors. A mix of recent and experienced independent Academic Board members will be encouraged to ensure ongoing independence and appropriate scrutiny.
- 5.1.5. In addition to the external members required by para 4.6.1, the members of the Academic Board will include several internal members, including: the College President, the Academic Director, the Faculty Deans, the Chairs of the Academic Board's sub-committees, one academic staff member holding at least a 0.5 FTE position (who will serve for two years), and the Registrar. A faculty member from the Perth campus may be coopted by the Chair, if required.
- 5.1.6. The Academic Director will act as the Executive Officer of the Board and will arrange for a Minutes Secretary to be present at meetings. The Director of Scholarship will undertake the Executive Officer role in the absence of the Academic Director.

6. Review

- 6.1 The Academic Board should undertake a biennial assessment of its performance in relation to this policy and relevant sections of the HESF.
- 6.2 The Academic Board should initiate an external assessment of its performance in relation to this policy and relevant sections of the HESF every 5 years.
- 6.3 This policy should be reviewed by the Chair and Executive Officer every 3 years. A review should also take place as soon as practical following any significant changes to the HESF.

7. Definitions

[Global Definitions](#)

8. Communication / Training

- 8.1. The Academic Director will ensure that Academic Board members are provided with a copy of this policy, and it will be published in the Tabor Policy Repository.