19. BOARD OF COURSEWORK STUDIES CONSTITUTION – Ref F28134

Members were advised that by R10/10 the Board of Coursework Studies had recommended amendments to its constitution as outlined in the agenda attachment. Council noted that the amendments were designed to reflect a change in position title and to ensure that the Board would be constitutional if the role of the Executive Officer was carried out other than by the Academic Secretary.

RESOLVED - 97

to recommend to Academic Board that the constitution of the Board of Coursework Studies be amended as set out in the attachment, subject to final drafting by the Legislative Committee.
Board of Coursework Studies

Constitution

This board operates in accordance with the Principles and Rules for the Operation of Committees available at http://www.secretariat.uwa.edu.au/home/policies/commconst

Members must act in accordance with the University Committee Members’ Code of Conduct available at http://www.secretariat.uwa.edu.au/home/policies/commconst.

Position of the Board within the University of Western Australia

1. The Board of Coursework Studies is a standing committee of the Academic Council.

Role

2. The role of the Board is to –
(a) consider and make recommendations to Academic Council on policy matters relating to the structure and content of undergraduate and postgraduate coursework; and
(b) receive and consider proposals submitted through the appropriate process for the introduction of, and major changes to, coursework units, majors and courses, and make recommendations to Academic Council on these and associated policy matters.

Membership

3.(1) The Board comprises:
(a) the Senior Deputy Vice-Chancellor (as Chair);
(b) the Chair of the Academic Board;
(c) the Deputy Chair of the Academic Board;
(d) the Pro Vice-Chancellor (Education);
(e) the Executive Director (Academic Services) and Registrar;
(f) the Academic Secretary;
(g) the President of the Guild of Undergraduates;
(h) the following members of staff appointed from within the University by the Academic Board having regard to the recommendation of the Academic Council:
(i) one member from each of the four areas of knowledge represented by the undergraduate pass degrees offered by the University; and
(ii) one member with expertise in relation to the Bachelor of Philosophy (Honours); and
(i) co-opted members with expertise in relation to postgraduate studies chosen so that the Board overall includes representation from each of the faculties offering postgraduate professional degrees.

3.(2) The Board may invite persons to attend meetings to provide advice on specific areas or agenda items.

Members’ absence and nominees

4.(1) In the event that a member is unable to attend a meeting, that member may nominate a person to attend that meeting in their stead.
(2) Nominations must be in writing and received by the Executive Officer prior to the relevant meeting.

Terms of office

5. The term of office of members appointed under 3.(1)(h) and co-opted under 3.(1)(i) is two years.

Eligibility for a Second or Subsequent Term of Office

6. At the end of a term of office, members appointed under 3.(1)(h) and co-opted under 3.(1)(i) are eligible to be appointed or co-opted again but must not serve for more than two consecutive terms.

Quorum

7. The quorum for the Board is half the current membership plus one.
Decisions
8.(1) All questions that come before the Board are decided by a majority of the members present and voting.
(2) The chair of the meeting has an ordinary vote and a casting vote.

Frequency of meetings
9. The Board normally meets once each month in the months of February to November.