School of Computer Science and Engineering

Education Committee - Terms of Reference

1. Purpose

The CSE Education Committee (EdC) is a renaming of the CSE Teaching Committee and is established by the CSE School Board as a School Committee. Nothing in these Terms of Reference affects the precedence or authority of the Head of School.

2. Roles and Responsibilities

2.1. The Education Committee is responsible for advising the Head of School (HoS) on academic proposals, resourcing, and all other matters to do with CSE's educational programs for coursework students.

2.2. The Committee's primary focus is on the quality and standards of programs and courses offered by the School for study by coursework students.

2.3. The Committee has the responsibility to conduct a detailed examination of and to report and make recommendations on:

   a. Strategy which is relevant to academic coursework offerings and their improvement.
   b. Proposals for the establishment, revision or discontinuation of the School's academic programs, specialisations & courses.
   c. In relation to coursework programs, recommending to the relevant Faculty committee(s) for approval of their establishment, review, revision or termination.
   d. In relation to specialisations, recommending to the relevant Faculty committee(s) for approval of their establishment, revision & termination; and
   e. In relation to courses, recommending to the relevant Faculty committee(s) for approval of their establishment, review, revision or termination.

2.4. The Committee will consider and respond to any other relevant matter referred to it by the Faculty committees or HoS.

2.5. The Committee is responsible for monitoring assessment practices.

2.6. The Committee is responsible for course and program offerings for quality assurance.

2.7. The Committee is responsible for the regular cycle of accreditations and program reviews.

3. Composition

3.1. The Committee will comprise of the following members:

   a. Head of School
   b. Deputy Head of School (Education) - Chair

c. Associate Head of School (Education) - Deputy Chair
d. Director of Studies (Bioinformatics)
e. Director of Studies (Computer Engineering)

Director of Studies (Computer Science)

f. Director of Studies (Advanced Computer Science)

Director of Studies (Software Engineering)

Director of Studies (Postgraduate Coursework)

g. Director of Teaching

Undergraduate Thesis Coordinator

Director, Online Education

Up to 2 coursework students, preferably one undergraduate and one postgraduate, nominated by the HoS based on their interest and experience, with a one-year term of membership

5 research discipline representatives, nominated by the HoS based on their interest and experience.

Education Focussed academic representative, nominated by the HoS based on their interest and experience.

Year 1 and Year 2 lecturer representatives, nominated by the HoS based on their interests and experience.

ECA representative, nominated by the HoS, with a one-year term of membership.

3.2 In addition, the following will attend meetings:
a. School Manager
b. Teaching Support Staff representative
c. Head of Computing Support Group

3.2. The Committee will endeavour to follow UNSW Representation on UNSW Committees and Decision-Making Bodies Procedure when reviewing committee membership, using the nomination process described in 3.1 (d) and (l) with a tenure limit of 2 years.

4. Meetings and Processes

4.1. The Committee will meet monthly.

4.2. The Chair may convene additional meetings at any time on reasonable notice.

4.3. Should the Committee Chair or Deputy Chair be absent from the meeting, the members of the Committee present at the meeting shall choose one of their number to chair that meeting.

4.4. Quorum shall be a simple majority of the total committee membership.

4.5. At the discretion of the Chair, matters may be circulated electronically. Paperwork must be available to members of the Committee at least 2 working days before the close of voting. In such cases, decisions and recommendations shall be made by a simple majority of the total membership, not merely a majority of members voting.

4.6. The votes of all those participating in the meeting will also be counted and any discrepancy between the members and the non-members participating in the meeting will be recorded. The Head of School will be advised if there is disagreement over a proposal between the committee members and others more directly interested in the proposal.

4.7. The Secretary of the Committee shall be a representative of the School administration staff.

4.8. The agenda will be set by the Committee Chair and supporting papers will be delivered to committee members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled for discussion at the meeting.

4.9. Minutes of all meetings shall be approved by the Committee and signed by the Chair of the next Committee meeting.

4.10. The Committee may establish working groups to consider aspects of the business of the committee and to advise the full committee on those matters.

4.11. Members shall declare whenever they feel they have a conflict of interest. The Chair may exclude such members from the relevant part of the meeting.

4.12. Should any members be excluded from a meeting, a reduced quorum shall then apply.

4.13. The position of any elected or ex-officio member who misses more than three meetings a year without the approval of the Head of School, will automatically become vacant. The Head of School will nominate a new member for the remainder of that member's term.

4.14. All other academics, both regular and visiting, and Student Representatives are invited to attend and participate in the discussions.

5. Reporting

5.1. The Committee will provide minutes and/or recommendations to the Computer Science and Engineering School Board within a reasonable time to allow informed decision-making.

6. Review

6.1. The Committee will review its Terms of Reference and membership annually to keep it up to date and consistent with the Committee's authority, objectives and responsibilities and UNSW procedures. The Committee will make recommendations for any amendments to the CSE School Board.

Version	Approved by	Approval date	Effective date	Sections modified
1.0	Education Committee, CSE	25.05.2023	25.05.2023	All sections