

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 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 Head of School.

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 the following members:

- a. Head of School
- b. Deputy Head of School (Education)
- c. Associate Head of School (Education Management) - Chair
- d. Associate Head of School (Academic Programs) - Deputy Chair
- e. Director of Studies (Bioinformatics)
- f. Director of Studies (Computer Engineering)
- g. Co-Directors of Studies (Computer Science)
- h. Director of Studies (Advanced Computer Science and Computer Science Honours)
- i. Director of Studies (Cyber Security)
- j. Director of Studies (Software Engineering)
- k. Director of Studies (Postgraduate Coursework)
- l. Undergraduate Thesis Coordinator
- m. Director (First Year)
- n. Director (Online Education), with Deputy Director (Online Education) as alternate
- o. Director (Cyber Security Online)
- p. Education Focused academic representative, nominated by the Head of School
- q. Early Career Academic representative, nominated by the Head of School, with a one-year term of membership
- r. Up to two coursework students, preferably one undergraduate and one postgraduate, nominated by the Head of School, with a one-year term of membership

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 Section 4 with a tenure limit of 2 years.



4. Meetings and Processes

- 4.1. The Committee will meet monthly.
- 4.2. The Committee 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 will be a simple majority of the total committee membership.
- 4.5. 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.
- 4.6. A nominated member of the School administration staff will attend the meetings to take minutes. The chair of the meeting will have final responsibility for the content and distribution of those minutes.
- 4.7. The minutes of each meeting will be approved by the Committee and endorsed by the chair at the next Committee meeting.
- 4.8. At the discretion of the Committee 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 will be made by a simple majority of the total membership, not merely a majority of members voting.
- 4.9. The Committee may establish working groups to consider aspects of the business of the committee and to advise the full committee on those matters.
- 4.10. Members will declare whenever they have a conflict of interest. The chair may exclude such members from the relevant part of the meeting.
- 4.11. Should any members be excluded from a meeting, a reduced quorum will then apply.
- 4.12. The position of any 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.
- 4.13. Other academics may be invited to meetings to speak on matters within their expertise.

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.
- 5.2. The Committee will distribute minutes to all academic staff within the School subsequent to their approval, and otherwise communicate decisions of the Committee in a timely manner.



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
2.0	Education Committee, CSE	15.03.2024	15.03.2024	Section 3 - Composition
3.0	School Board, CSE	15.05.2025	15.05.2025	Section 3 - Composition
4.0	School Board, CSE	16.10.2025	16.10.2025	Section 3 - Composition
5.0	Education Committee, CSE	21.11.2025		All sections

