Academic Board Provision

1 Functions of the Academic Board (as per the amended ordinance[1] 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 clause 24 of the *Moore Theological College Ordinance 2009.*

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 All academic staff holding a permanent, fractional load of 0.5 or greater

2.2.8 The Directors of the College Centres

2.2.9 One postgraduate research student representative

2.2.10 One postgraduate student representative

2.2.11 Two undergraduate student representatives

2.2.12 One external academic

2.2.13 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 Chief Operating Officer

2.3.2 The Head Librarian

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 the 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.

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[1] *Moore Theological College Ordinance 2009*

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

    3.1.4   Set academic entry requirements to degree programs, including English language requirements and advanced standing rules

    3.1.5   Implement approved academic policies.

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 the 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 (comprising 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 meetings of the Academic Board per year, with dates determined in 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 the Learning & Teaching Committee (L&TC), the Research Committee (RC), the Moore PTC Committee (MPTCC), and the Directors of each of the Centres of the College (Priscilla and Aquila, Centre for Christian Living, Centre for Ministry Development, Centre for Global Mission)

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

- Consideration of major items brought before the Academic Board
- Academic approvals.

4.3.3   Agenda items and motions may be proposed by
- the Agenda Committee
- the Principal
- the Academic Board Committees or
- individual members of the Academic Board (with the 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 the 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 a 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 the quorum.

4.5   Out-of meeting approvals

4.5.1   Academic Board matters of an urgent nature may be approved by email circulation to all Academic Board 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.

4.5.3   Similarly, urgent matters requiring approval by one of the standing committees of the Academic Board may be approved by email circulation to all members of the relevant committee. Such matters must receive unanimous approval by at least 66% of the total voting membership of the relevant committee.

5   Standing Committees

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

5.1.1   the Learning and Teaching Committee

5.1.2   the Research Committee

5.1.3   the Moore PTC Committee.

5.2   The Academic Board may recommend to the Principal and 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 Research

6.2.8   Director of Part-Time Studies

6.2.9   Head or nominee of all formal academic departments

6.2.10   Registrar

6.2.11   Library Team Leader

6.2.12   Two undergraduate student representatives

6.2.13   One postgraduate student representative

6.2.14   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 the concurrence of the Academic Dean and Principal)
- Discontinue existing units (with the 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
- 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
- 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 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

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.

6.8 Academic Dean (Chair, L&TC)

6.8.1 The Academic Dean is authorised by the Learning and Teaching Committee to act on its behalf in making decisions regarding regular student matters within its policy parameters

6.8.2 Decisions on student matters with significant policy implications will continue to be made by the Learning and Teaching Committee, or its Executive. These include, but are not limited to, student matters such as:

6.8.2.1 advanced standing from non-ACTh colleges

6.8.2.2 applications for reduced load

6.8.2.3 appeals against downgrades.

6.8.3 The Academic Dean will report to the Learning and Teaching Committee on all decisions made about student matters.

7 Brief of the Research Committee (RC)

7.1 The Research Committee reports to the Academic Board.

7.2 Membership:

7.2.1 The Director of Research (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 Registrar

7.2.12 One postgraduate research student

7.2.13 Such other persons as may be approved by the Academic Board.

7.3 Meeting frequency

7.3.1 The RC 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

7.4.7   Oversight of human research ethics

7.5   Governing Board delegations to the Research 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 RC
- Compliance with all relevant external obligations
- 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 RC 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 RC meeting will be made available to the next Academic Board meeting.

7.7   Research Committee Executive

7.7.1   The Research Committee Executive is authorised by the Research Committee to act on its behalf, if required, between meetings of the Committee. The Executive reports to the Committee.

7.7.2   The Research Committee Executive consists of:

7.7.2.1 the Chair of the Research Committee

7.7.2.2 at least two others from the Principal, the Vice-Principal, and the Heads of the Academic Departments

7.7.2.3 in attendance – the Registrar.

8   Brief of the Moore PTC Committee (MPTCC)

8.1   The Moore PTC Committee reports to the Academic Board.

8.2   The voting membership of MPTCC is to include:

8.2.1   The Director of Moore PTC (Chair)

8.2.2   The Director of the Centre for Global Mission

8.2.3   Four members of the Academic Board

8.2.4   Such other persons as may be approved by the Academic Board.

8.2.5   The Principal may attend as a voting member

8.3 The non-voting membership is to include:

    8.3.1 The Chief Operating Officer

    8.3.2 One or more course administrators as approved by the Academic Board.

8.4 Meeting frequency

    8.4.1 The MPTCC shall meet a minimum of four times per year.

8.5 Responsibilities

    8.5.1 Oversight of course delivery for Moore PTC course

    8.5.2 Quality assurance with respect to Moore PTC course at the level of content, delivery, and assessment

    8.5.3 Formulation of academic regulations with respect to the Moore PTC course

    8.5.4 Assessment review of student results.

8.6 Governing Board delegations to the Moore PTC Committee:

    8.6.1 Authority to:

- Approve minor changes to course requirements
- Approve new units (with the concurrence of the Academic Dean and the Principal)
- Discontinue existing units (with the concurrence of the Academic Dean and the Principal)
- Invite qualified persons to author course material (on the recommendation of the appropriate Academic Department Head and with the approval of 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 the Moore PTC course
- The list of graduands for the various Moore PTC course 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 MPTCC
- Compliance with all relevant external obligations
- 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 MPTCC will be a simple majority of members.

    8.7.2 The agenda and accompanying documents for MPTCC meetings will be made available to members at least 3 working days prior to the meeting.

    8.7.3 The minutes of the MPTCC 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 took 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 4th 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 '*Academic Board Provision*'.
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.
2.0	Governing Board	21/03/2019	21/03/2019	1. Update 1.1 to refer to current MTC Ordinance 2. Update titles: (a) Director of Postgraduate Studies to Director of Research; (b) Librarian to Library Manager; (c) Dean of Operations to Operations Manager. 3. Add 2.2.7 re permanent fractional faculty 4. Add 6.8 re delegations to the Academic Dean (Chair, L&TC) 5. Add 7.7 re provision for a RACC Executive 6. Delete 8.2.3 re external practitioner on MDEC
2.1	Governing Board	~~21/05/2020~~ Deferred	~~21/05/2020~~ Deferred	Amendments to section 4.5 Out-of-meeting approvals: amend 4.5.1 and add 4.5.3.

3.0	Governing Board	18/06/2020	18/06/2020	1. Amend sections: 2.2.11, 2.3, 3.1.5, 4.3.2, 5.1.2, 5.2, 6.2.12, 6.2.13, 6.8.1, 7., 7.3.1 (to RC and elsewhere; move of oversight of the college centres from RC to AB) 2. Add sections: 2.2.8 The Directors of the College Centres (and renumber) 4.3.3 The Principal 8.2.4 The Principal may attend as a voting member 8.3.1 The Chief Operating Officer 8.6.1 Invite qualified persons to author course material (on the recommendation of the appropriate Academic Department Head and with the approval of the Principal) 7.4.7 Oversight of human research ethics 3. Delete 'An elected academic member from each of the formal academic departments' at 6.2.10 and 7.2.11 and renumber.
3.1	Governing Board	18/02/2021	18/02/2021	1. Change name of Moore Distance Education Committee to Moore PTC Committee. 2. Change title Director of Moore Distance to Director of Moore PTC. 2. Change abbreviation MDEC to MPTCC
3.2	Governing Board	5/10/2023	5/10/2023	The Director of the Centre for Global Mission added as a full voting member of the Moore PTC Committee.
3.3	NA	10/03/2024	10/03/2024	The position title of the library manager was updated at 2.3.2 from 'The Manager of Library and IT Services' to 'Head Librarian'.