

Common Units Committee

TERMS OF REFERENCE

1. TITLE OF BOARD

Common Units Committee

2. ESTABLISHMENT

The Common Units Committee is established as a standing committee of the University's Learning and Teaching Committee of Academic Board.

3. FUNCTIONS AND RESPONSIBILITIES

The Common Units Committee is responsible for the management, delivery and review of the university's common units program.

- Determine policy and guidelines for best practice teaching and learning in the common units and ensure these are followed;
- Be responsible to Academic Board through the Learning and Teaching Committee for matters relating to common units, including assessing the implications of learning and teaching policies (such as the Common Course Rules) on the common units and advising accordingly;
- Oversee the allocation and responsibilities of teaching for the common units and ensure these are followed according to best practice;
- Be responsible for the development, coordination and quality assurance of common units; including initiating and overseeing the annual review process for each common unit;
- Encourage wide inter-faculty collaboration and participation in the development and teaching of common units;
- Ensure that all common units are taught in a variety of modes commensurate with student learning needs;
- Consider proposals for program and unit strategic review;
- Advise on the timetabling of units;
- Oversee the common units budgeting and expenditure;
- Provide advice on teaching effort for allocation of funds to faculties and divisions, in an efficient manner, according to the endorsed model and based on teaching loads as advised by unit team coordinators;
- Contract part-time staff members, where necessary, on the recommendation of unit team coordinators;
- Endorse examination results as moderated by the School of Academic Language and Learning;
- Oversee exemption and assessment matters and convene a review of these where necessary.
- Evaluate the overall common units program on an ongoing basis, including monitoring staff and student satisfaction with the common units and responding accordingly; and
- To respond to other matters as may be referred to it from time to time by the Pro Vice-Chancellor Academic or Academic Board.

4. MEMBERSHIP

The membership of the Common Units Committee shall comprise the following:

- Pro Vice-Chancellor Academic, ex officio;
- Pro Vice-Chancellor, Law, Education, Business and Arts, ex officio;
- Pro Vice-Chancellor, Engineering, Health, Science and the Environment, ex officio;
- Head of School, Academic Language and Learning, ex officio;
- Associate Dean Learning & Teaching, Engineering, Health, Science and the Environment, ex officio;
- Associate Dean Learning & Teaching, Law, Education, Business and Arts, ex officio;
- Learning & Teaching Quality Officer, School of Academic Language and Learning, ex officio;
- Theme Leader, Common Units, ex officio;
- CUC100 Coordinators, ex officio;
- CUC106 Coordinator, ex officio;
- CUC107 Coordinators, ex officio;
- Australian Centre for Indigenous Knowledges and Education (ACIKE) Representative;
- Office of Library Services Representative;
- Student Representative.

5. CHAIR

The Chair of the Common Units Committee shall be the Pro Vice-Chancellor Academic.

6. SECRETARY

The Theme Leader, Common Units will serve as the Executive Officer to the Common Units Committee.

7. TERM OF OFFICE

Ex-officio members of the Common Units Committee will hold the position for the duration of his or her appointment with the University.

Other members will be appointed by the relevant Senior Manager for a period of two (2) years. These periods are renewable.

A student representative will be appointed by the Chair on advice from the Theme Leader, Common Units for a period of up to two (2) years.

8. QUORUM

At a meeting of the Common Units Committee, a quorum is constituted as 50% plus one (1), members of the Committee.

9. MEETINGS

The Common Units Committee will meet at least twice per year and more often as required.

10. RESOLUTIONS OF THE COMMITTEE/GROUP/BOARD

Matters requiring a resolution by the Common Units Committee are to be determined by consensus of the members present.

11. AGENDA

There will be a written agenda distributed prior to each meeting.

12. REPORTING

The Common Units Committee will report to Academic Board through the University Learning and Teaching Committee.

Document History and Version Control

Last amendment:	15 Dec 2017
Sponsor:	
Contact Officer:	Theme Leader, Common Units

Version	Date Approved	Approved by	Brief Description
1.00	4 Jun 2014	Academic Board	Creation of original document and upload to CDU website.
1.01	3 Nov 2014	Governance	Amend document number from ter-029 to ter-032 as document given duplicate number
1.02	25 Nov 2015	Academic Board	Addition of Office of Learning and Teaching Representative to membership
1.03	15 Dec 2017	Governance	Conversion to new Governance template due to new University Branding

