

Health Education and Training Institute Higher Education Academic Governance Policy

Document Reference Number	HEP18/2[v3]
Superseded Version	HEP18/2
NSWIOP Document Number	IOPD15/3719
TRIM Document Classification	Governance
Framework Part	Part 4 – Course Impact (Encompassing Academic Learning Standards)
Approval date	
Publication date	
Summary	The purpose of this policy is to delineate roles and responsibilities with respect to the academic governance of Health Education and Training Institute Higher Education.
Keywords	Committees, governance, academic policies, academic programs, academic planning, academic quality improvement, academic standards, terms of reference
Authoring Portfolio	Mental Health
Contact	Director
Consultation	as per Document History
Applies to	Higher Education
Distribution	Higher Education
Related documents	Governance Model Higher Education The Health Education and Training Institute Higher Education Governing Council - Terms of Reference The Health Education and Training Institute Higher Education Academic Board - Terms of Reference Teaching and Learning Committee (of the Health Education and Training Institute Higher Education Academic Board) - Terms of Reference References to EAC (College Requirements), Training and Community Committee; Human Research Ethics Committee
Review date	
Risk Assessment	As per Attachment 1 to this document.

Issued under the authority of the Health Education and Training Institute Higher Education Governing Council

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Health Education and Training Institute Higher Education Academic Governance Policy

Policy Statement

The policy specifies the academic governance arrangements for the Health Education and Training Institute (HETI) Higher Education.

Aims and Objectives

1. The HETI Higher Education Academic Board is responsible for academic policy making, academic management and oversight of best practice in teaching and learning to ensure the higher education objectives of HETI are met. The HETI Higher Education Academic Board represents a major forum within HETI Higher Education for discussion and resolution of academic matters. The HETI Higher Education Academic Board provides advice to the HETI Higher Education Governing Council in academic matters however the HETI Higher Education Governing Council has ultimate responsibility for the approval of policies for HETI Higher Education. The HETI Higher Education Academic Board will:
 - a. ensure best practice and quality in relation to teaching and learning and academic programs;
 - b. provide oversight of compliance obligations in relation to teaching and learning and academic programs;
 - c. develop and provide oversight of HETI Higher Education academic policies, quality processes and regulations in relation to higher education programs;
 - d. will on behalf of the HETI Higher Education Governing Council approve academic procedures that are not considered contentious; any that are contentious will be referred to the HETI Governing Council;
 - e. consider and make decisions on all aspects of the development and accreditation or re-accreditation of higher education courses, the admission of students, teaching, assessment and requirements for graduation, prizes, awards and scholarships;
 - f. advise the HETI Higher Education Governing Council on the academic aspects of the HETI's strategic and operational planning;
 - g. ensure a culture of scholarship and academic excellence is developed and nurtured within the HETI's academic staff;

- h. establish such committees or working groups as are required and delegate to these implementation matters. These committees may be for specific timeframes and may include (but not be limited to) a Teaching and Learning Committee and Framework External Advisory Committees;
- i. conduct regular reviews of the HETI Higher Education programs;
- j. generate reports and make recommendations to the HETI Higher Education Governing Council.

Overview

- 2. Subject to any decision of the HETI Higher Education Governing Council, the HETI Higher Education Academic Board will decide the HETI Higher Education policies and procedures on:
 - a. the monitoring and review of the key parameters and performance indicators for academic planning and academic quality improvement processes;
 - b. courses and units;
 - c. HETI Higher Education academic scholarships and prizes;
 - d. HETI Higher Education academic awards, including minimum standards and credit points for units;
 - e. admission, enrolment, assessment and examination of students;
 - f. student progress;
 - g. student academic discipline;
 - h. course and program structures, titles and component names.
- 3. Subject to any decision of the HETI Higher Education Governing Council, the HETI Higher Education Academic Board will, at the request of the HETI Higher Education Governing Council or at the discretion of the HETI Higher Education Academic Board, advise the HETI Higher Education Governing Council on:
 - a. the formulation and regular review of the HETI Higher Education academic plans and related academic development and evaluation strategies;
 - b. reports on the HETI Higher Education academic activities, including those to outside agencies, including professional colleges;
 - c. issues relating to, and affecting, international academic collaboration and partnerships;

- d. issues relating to external regulatory frameworks of academic standards;
- e. HETI Higher Education academic profile;
- f. development, maintenance and enhancement of high standards in teaching and learning, research;
- g. principles and guidelines for the conduct and enhancement of academic activities;
- h. improvement of the student learning environment and opportunities, including postgraduate supervision;
- i. provide support and oversight of scholarly activities to support academic staff, scholarship and relevant professional development;
- j. academic priorities and policies for consideration in HETI Higher Education planning for academic activities;
- k. development of quality and standards in the links and affiliations with other academic institutions or other organisations; and
- l. development of codes of academic conduct for students and staff of the HETI Higher Education.

Roles and Responsibilities

- 4. The HETI Higher Education Governing Council approves the conferring of the academic awards for all courses offered by HETI Higher Education at post graduate degree at AQF Level 8 and 9 on the recommendation of the HETI Higher Education Academic Board.
- 5. The HETI Higher Education Executive Group supports the functions of the Governing Council and will approve corporate procedures on behalf of the Governing Council that are considered to be low risk. Any procedures that could be contentious will be referred to the HETI Governing Council for review and approval.

HETI Higher Education Academic Board Committees

- 6. The HETI Higher Education Academic Board may establish such committees as it sees fit to assist it in the carrying out of its functions. The HETI Higher Education Academic Board must oversee and coordinate advice from its committees by:
 - a. receiving, considering and responding to regular reports from the committees on their objectives and activities, and

- b. the implementation of academic policy and the HETI Higher Education Academic Board's decisions;
 - c. referring to committees matters for their consideration and report;
 - d. prescribing, where practicable, procedures for the committees' deliberations and reports; and
 - e. facilitating, where appropriate, consultation among the committees.
7. The terms of reference including the role, function and membership categories of the Committees of the HETI Higher Education Academic Board are reviewed and changes are proposed by the HETI Higher Education Academic Board from time to time for approval by the HETI Higher Education Governing Council.
8. At the date this policy takes effect the HETI Higher Education Academic Board Committees are:
- a. The Teaching and Learning Committee;
 - b. External Framework Advisory Committees.

Membership of the HETI Higher Education Academic Board

9. The HETI Higher Education Academic Board consists of:
- a. ex officio members (members who are appointed on the basis of the positions they hold);
 - b. elected members (selected in an electoral process); and
 - c. appointed members (appointed, as specified herein).
10. The Ex Officio Members of the HETI Higher Education Academic Board are:
- a. the HETI Executive Director Leadership, Management Development and Educational Design;
 - b. the Executive Director Mental Health;
 - c. the Director Education and Training Mental Health;
 - d. the Director Psychiatry and Mental Health Programs Mental Health;
 - e. ex officio members may nominate a representative to attend HETI Higher Education Academic Board meetings in their place from time to time.

11. The Appointed Members of the HETI Higher Education Academic Board are:
 - a. three external academics; and
 - I. at least one with higher education governance experience; and
 - II. at least one with academic expertise in the area of mental health.
 - III. the three external academics are appointed by the HETI Higher Education Governing Council for a two year renewable term.
 - IV. One of these external academics are appointed by the HETI Higher Education Governing Council as the Chair of the HETI Higher Education Academic Board.
 - b. one consumer representative appointed by the HETI Higher Education Governing Council for a two year renewable term.
12. The Elected Members of the HETI Higher Education Academic Board are:
 - a. two internal senior academic staff elected by the academic staff for a two year term; and
 - b. two current HETI Higher Education students, one from each framework, nomination process is a self-nominations through an expression of interest, approved by the HETI Higher Education Academic Board for a maximum two year term. To remain as a representative the student must maintain enrolment.

Terms of Office

13. Subject to clauses 11 and 12, appointed and elected members of the HETI Higher Education Academic Board hold office for two years, and are eligible to re-nominate or be re-appointed by the HETI Higher Education Governing Council.
14. Student Representatives must maintain their enrolment in their HETI Higher Education Course of study.

Membership Requirements

15. All members are required to comply with the completion of the following documentation where appropriate which will accompany their invitation to join the body:

- a. Fit and Proper Person Declaration;
- b. Higher Education Academic Board and Committees – Member Details and documentation;
- c. Confidentiality Agreement

Vacancies and Leave

16. The position of an appointed or elected member of the HETI Higher Education Academic Board becomes vacant where the member:
 - a. ceases to be qualified to hold the position to which they have been appointed or elected; or
 - b. resigns by notice in writing to the Chair of the HETI Higher Education Academic Board; or
 - c. is absent from three consecutive meetings of the HETI Higher Education Academic Board, without leave having been granted by the HETI Higher Education Academic Board; or
 - d. a student representative whose enrolment is not maintained;
 - e. in the case of an appointed member, is removed from office by the HETI Higher Education Governing Council.

Casual Vacancies

17. If there is a casual vacancy in the office of an appointed or elected member the following provisions apply:
 - a. in the case of an appointed member another person may be appointed to the position; and
 - b. in the case of an elected member another person is to be elected to fill that position;
 - c. where a person is appointed or elected to fill a casual vacancy they hold office for the remainder of the term of office of the original member.

Leave

18. If a member requires a period of leave, a temporary replacement can be approved by the HETI Chief Executive.

HETI Higher Education Academic Board Meeting Procedures

Meetings of the HETI Higher Education Academic Board

19. The HETI Higher Education Academic Board will meet at least three times per year. Urgent matters can be dealt with in between meetings by means approved by the HETI Higher Education Academic Board. At the discretion of the Chair, meetings may be conducted and members may participate with the aid of electronic communication technologies.
20. A quorum consists of 50% of the membership plus one (including at least one external academic).
21. In voting to determine a matter, an absolute majority is required. In the event of a tied vote, the matter can be further discussed, at the discretion of the Chair. If a further vote is also tied, the Chair has a casting vote.

Reporting

22. The HETI Higher Education Academic Board will report to the HETI Higher Education Governing Council by generating reports and making recommendations.

Review of Terms of Reference

23. The HETI Higher Education Academic Board will review its membership and performance against its roles and responsibilities as set out herein on an annual basis.

Related Documents

- Governance Model Higher Education
- The Health Education and Training Institute Higher Education Governing Council - Terms of Reference
- The Health Education and Training Institute Higher Education Academic Board - Terms of Reference
- Teaching and Learning Committee (of the Health Education and Training Institute Higher Education Academic Board) - Terms of Reference

DOCUMENT HISTORY

Version	Issued	Status	Author	Reason for Change
v0.1	27 August 2015	Draft	Geoff Murphy	Draft document
v0.2	23 November 2015	Draft	Geoff Murphy	Feedback Director Education and Training
v0.2	7 December 2015	Draft	Mark Wilbourn	Consolidated Feedback
v0.3	9 December 2015	Draft	Geoff Murphy / Mark Wilbourn	The policy has been re-drafted in line with the Health Education and Training Institute Higher Education Academic Board Terms of Reference approved by the Health Education and Training Institute Chief Executive effective 3 December 2015
v0.4	20 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop
v0.5	25 January 2016	Draft	Geoff Murphy	Post review amendment
v0.6	28 January 2016	Draft	Mark Wilbourn	Incorporating feedback from the Policy Review Workshop 28 January 2016
v0.7	4 February 2016	Draft	Valerie Rhodes	Amend reference to the Teaching and Learning Committee Terms of Reference in line with Academic Board approval 3 February 2016
v1.0	24 February 2016	Final	Mark Wilbourn	As approved by Health Education and Training Institute Higher Education Governing Council
v1.0	21 August 2018	Final	Valerie Rhodes	Updated logos, template and new TRIM Reference
v1.1	16 August 2017	Draft	Valerie Rhodes	Review due
v1.2	10 January 2018	Draft	Rhonda Loftus	Review and Comment
v1.3	17 May 2018	Draft	Valerie Rhodes	Document amended for presentation to Teaching and Learning Committee
v1.4	October 2018	Draft	Rhonda Loftus	Document amended for presentation to Teaching and Learning Committee
v1.4	22 October 2018	Draft	Silke O'Callaghan	Endorsed by the Higher Education Academic Board
v1.4	21 November 2018	Draft	Rhonda Loftus	Approved by the Higher Education Governing Council
v3.0	16 January 2019	Final	Jana Chadid	Updated Logos, Published Version

IMPLEMENTATION CHECKLIST – COMPLIANCE SELF ASSESSMENT

Assessed by:	Date of Assessment:		
IMPLEMENTATION REQUIREMENTS	Not commenced	Partial compliance	Full compliance
1. Presentation of key changes and messages was provided to all key stakeholders			
	Notes: Training session was conducted Jan/Feb 2019		
2. Quizzes were conducted to assess all key stakeholders knowledge and application to practice of the updated policy clauses			
	Notes: Relevant Director conducted and assessed the quiz Jan/Feb 2019		
3. Reflection/evaluation; Training session to assess progress of implementation			
	Notes: Session planned for June/July 2019		
4.			
	Notes:		
5.			
6.			
	Notes:		

Attachment 1

RISK ASSESSMENT

<Document Title>

1.	Policy/Process being assessed	Notes
	Document Number	
	Publication date	
	Scheduled review date	
	Date of this risk assessment	
	Name & position of assessing officer	
2.	Summary of policy purpose (from PD Cover Page)	
3.	Agency (HETI) key roles & responsibilities as per PD	
4.	Risk Assessment	
4.1	<u>Identification of risks</u> – what might happen & how?	
	1.	
	2.	
4.2	<u>Analysis of risks</u> – combined estimate of the consequence & likelihood of the risk, using NSW Health Risk Matrix (attached)	
	<ul style="list-style-type: none"> • Consequence: • Likelihood: • Risk rating : 	
4.3	<u>Evaluation of risks</u> – comparison of the level of risk as determined against a predetermined criteria to determine whether a level of risk is acceptable or needs to be treated. Risk level assessed after implementing treatment: <ul style="list-style-type: none"> • Consequence: • Likelihood: • Risk rating : Evaluation –	

Risk Assessment Approval

Name & position of approving T2 Officer:	
Date:	