

ACADEMIC COMMITTEE POLICY

Taratahi Agricultural Training Centre QMS Component			
Category:	STRUCTURE	Policy Number:	QMS 29
Title:	Academic Committee Policy	Date Approved:	25 Oct 2007
Prepared by:	Operations Manager	Date of Last Revision:	30 ⁿ Jun 2010
Authorised by:	Taratahi Academic Committee	Next Review Date:	Aug 201

1. PURPOSE

To provide a body who will uphold academic standards that are of quality in nature. The committee will be responsible for the approval of academic standards, programmes, policies and review procedures. This policy has developed clear Academic guidelines and procedures to act within, therefore enhancing the quality of Taratahi's offerings.

2. ORGANISATIONAL SCOPE

This is an organisational wide procedure.

3. DEFINITIONS

4. RESPONSIBILITIES

The Education Partnerships Manager is responsible for all aspects of this policy.

5. THE PROCEDURE

5.1. The Academic Committee will ensure Taratahi Agricultural Training Centre course offerings are of a quality standard and deal with all academic matters.

5.2. The Academic Committee will, report to the Board on matters relating to academic rigour.

5.3. These functions do not replace the normal chain of responsibility at Taratahi or the national validation of courses.

6.0 FUNCTIONS

The Academic Committee is responsible for the academic and policy direction and development of Taratahi to the Board through the Chief Executive Officer.

6.1 The processes used to guarantee academic rigor include

- monitoring, promoting and upholding academic quality.
- the development and periodic review of Academic and Qualification Regulations.
- the development, conduct, validation and quality standards of programmes.

- the development of appropriate operating procedures relating to academic matters
- the regulations for the granting of qualifications
- the introduction of new programmes and deletion of programmes
- the undertaking of all reviews of approved qualifications.
- performance evaluation against stated education goals
- the endorsing and reviewing of all components of Taratahi's Quality Management System, including all policies.
- such other matters as are assigned by the Chief Executive Officer

7.0 STRUCTURE OF THE COMMITTEE

7.1 The committee shall be made up of no fewer than 5 representatives from the following positions.

Position Representatives

- Education Partnerships Manager
- CEO
- Taratahi Education Delivery Manager
- Quality Manager

Elected Representatives serving terms with a minimum of two years

- Taratahi Board representative
- Academic Staff Representative

Elected Representatives serving terms with a minimum of one year

- Student Rep

7.2 A quorum for a meeting shall be four people.

7.3 Members may be co-opted to ensure equitable representation.

7.4 The Taratahi Education Partnerships Manager shall take the responsibility of chairperson of the committee. They shall be responsible for planning meetings, providing an agenda, and ensuring discussion remains relevant. A secretary will also be provided for the committee.

7.5 Whenever a replacement is required or there is a need to increase the number of representatives on the Academic Committee then discussion is held with both Taratahi Management and the current Academic Committee with agreement formed after due consideration.

7.6 Changes to the elected representatives on the committee will occur at the start of each calendar year.

8.0 ACTIVITIES

8.1 The committee will report twice yearly to the Taratahi Board on its activities for the previous 6 months.

8.2 The committee will set meeting dates at its first meeting. The committee should meet at least six times per annum