



Quality Assurance and Improvement Committee (QAIC) Terms of Reference

Definition	The Quality Assurance and Improvement Committee (QAIC) is responsible, on behalf of the Management Committee, for quality assurance and improvement across the range of the College's activities and programs. In so doing, the Committee acts as a planning forum and oversight body for the discussion, promotion and implementation of developments in quality assurance and improvement, whether internally driven or externally indicated.
Membership	<ol style="list-style-type: none"> 1. The Committee shall be chaired by the Director of Quality. 2. Standing members of the Committee will be the Registrar, the Academic Director, the Director of Academic Development, and one Head of School (appointed on an annual rotating basis). 3. Ex-officio members of the Committee (up to four) will be appointed for a specified term by the Management Committee, on the recommendation of the Chair, as required.
Quorum	Chair and three other members.
Meetings	<ol style="list-style-type: none"> 1. The Committee will meet at least four times per annum. 2. The Committee may meet electronically as appropriate. 3. The Committee may interact electronically between meetings as is necessary to advance its business. 4. Committee minutes will be available electronically to ensure that members of the College Community are kept informed about, and can contribute to, specific QAI initiatives and developments. 5. With the permission of the Chair any staff person may attend any of the Committee's meetings. 6. The Management Committee will be responsible for ensuring the provision of secretariat support for the Committee.
Reports to	The Quality Assurance and Improvement Committee reports to the Academic Board and the Management Committee.
Record	The Secretary keeps a written record (minutes) of the meetings and distributes them to members prior to archiving.
Functions	<ol style="list-style-type: none"> 1. Lead Quality Assurance and Improvement (QAI) across the College, including by: <ol style="list-style-type: none"> (a) providing strategic and operational direction to the College regarding institutional and regulatory quality assurance frameworks and imperatives; (b) disseminating good practice in quality assurance and improvement; (c) promoting the enhancement of academic provision, and of supporting processes and practices; (d) overseeing the College's response to consultations, initiatives and requirements of relevant external bodies, including TEQSA. 2. Oversee implementation of the College's Quality Assurance and Improvement Plan (QAIP), including by: <ol style="list-style-type: none"> (a) establishing appropriate standards for the support and evaluation of courses, programs, services and activities against the QAIP; (b) coordinating annual reporting from Schools and other relevant organisational units against the QAIP; (c) conducting periodic internal reviews against the QAIP using internally and externally derived information and data, including feedback from students and data from reviews of academic and student service support provision; (d) overseeing and monitoring the effective implementation of review recommendations, and the dissemination of enhancements identified in reviews; (e) ensuring that quality assurance and improvement procedures conducted under the QAIP meet the broader strategic needs of the College and the requirements of outside bodies.

Working Principles	<p>In advancing its Terms of Reference, the Committee will:</p> <ol style="list-style-type: none"> 1. follow a strategic agenda informed by the College’s QAIP and relevant external quality assurance frameworks. 2. seek consistency and common approaches where these are in the best interests of students and staff, while supporting diversity and variation where this is conducive to a positive student experience, meeting staff expectations, and to effective College functioning more widely; 3. identify and agree the ways in which it will periodically interact and exchange information with relevant committees, and academic and student services, with respect to matters relating to quality assurance and improvement; and 4. liaise with specific managers and offices, particularly with respect to issues or instances where matters of academic policy intersect with management issues.
References	Quality Assurance and Improvement Plan.