Melbourne Model Undergraduate Course Standing Committees

Course standing committees (CSCs) oversee the development, delivery and academic management of one or more of the University's Melbourne Model undergraduate bachelor courses, which are University courses although administratively supported by individual custodial faculties. The committees are responsible for ensuring the University's policy in relation to Melbourne Model undergraduate bachelor courses are appropriately translated into practice and that learning outcomes are periodically monitored. The CSCs advise the Provost on matters concerning the management and delivery of Melbourne Model undergraduate bachelor courses and, through the Academic Programs Committee, report to the Academic Board and its committees on relevant academic matters.

Committees

There are five Melbourne Model undergraduate course standing committees as follows:

- Bachelor of Arts Course Standing Committee
- Bachelor of Commerce Course Standing Committee
- Bachelor of Environments Course Standing Committee
- Bachelor of Music Course Standing Committee
- Bachelors of Biomedicine and Science Course Standing Committee

Composition of Course Standing Committees

The course standing committees will be composed as follows:

- program director (Chair)
- a Deputy Chair appointed by the Provost on advice of the program steering committee.
- President, Academic Board or nominee.
- the dean with custodial responsibility for the degree (or nominee)
- up to ten members of the academic staff, appointed by the Provost on the advice of the Senior Executive Committee appointments are to be made in a manner that allows for faculties and graduate schools which contribute significantly to the teaching of respective respective degrees to be appropriately represented
- the Student Centre Manager(s) providing administrative support to the bachelor course
- Academic Registrar or nominee
- President of UMSU or nominee
- additional co-opted members to ensure representation from groups not already adequately represented on the committees (co-option of members requires the approval of the Provost)

NOTE: Co-opted members have the same full participation and voting rights as ex officio members of the committee.

Terms of Office

The term of office of members of the CSC other than the Chair will be three years with reappointment possible after two consecutive terms.
The term of office of the Chair is the term of appointment as Program Director

Terms of Reference
1. To oversee the design, development and implementation of content of the Melbourne Model undergraduate bachelor course(s)

2. To monitor the delivery of Melbourne Model undergraduate bachelor course(s) and assure it/they accord with University expectations and agreed policy.

3. To report through the Academic Programs Committee of the Academic Board on the operation of the Melbourne Model undergraduate degrees in accordance with the requirements of the Academic Board, including, but not limited to:
   - course content and structure, including changes to subjects
   - entry requirements
   - assessment
   - Handbook entries
   - credit policy
   - articulation to graduate study
   - student progress guidelines
   - other teaching and learning issues

4. To consider and report on any matters referred to it by the Provost;

5. Monitor the quality of teaching and learning and academic support for the Melbourne Model undergraduate bachelor courses and collaborate with the Academic Board’s Teaching and Learning Quality Assurance Committee in the evaluation of course quality;

6. Report biannually through the academic programs committee to the Academic Board on the academic experience of students enrolled in the Melbourne Model undergraduate degree(s)

7. The committees may establish such ad hoc working groups as may be required to progress policy and curriculum matters relating to the course(s) for which they have responsibility.