



Information Sheet for the Election of a Postgraduate Coursework Student to the ACT Coursework Committee

At the close of nominations on 18 March 2009, no nominations for the election of a Postgraduate Coursework Student to the ACT Coursework Committee had been received. At its May meeting the Academic Board noted this outcome and requested that nominations again be called for in Semester 2 2009.

Excerpt from the Committees of the Academic Board Policy

[A copy of the full policy is available on the ACT website: www.actheology.edu.au → Policies → College and Staff Policies → Governance Policies → Committees of the Academic Board Policy.]

(B) Coursework Committee

Role

- B1. The Coursework Committee is a Standing Committee of the Academic Board with a particular mandate to promote improvement in the teaching, learning and assessment policies and practices across the College. The Committee shall assist the Academic Board by developing and reviewing academic policies and contributing to quality assurance and improvement in relation to all coursework programs and units, including programs/units delivered in flexible/distance mode. The Committee may recommend to the Academic Board conferral of coursework degrees and awards.
- B2. The Coursework Committee shall normally meet face-to-face at least four (4) times in each calendar year.

Functions

- B3. The Coursework Committee shall ...
 - (a) identify, encourage and promote the development of good practice and excellence in teaching and learning;
 - (b) contribute to the development and implementation of the Teaching and Learning Plan of the College;
 - (c) develop, implement and review policies, guidelines and protocols in relation to teaching, learning and assessment in coursework programs across the College;
 - (d) develop and review policies for course and unit approval, revision and cessation for approval by the Academic Board, and implement approved policies;
 - (e) consider proposals for new and revision of current coursework courses, and for cessation of coursework units, and as appropriate make recommendations for approval by the Academic Board;
 - (f) under delegation from the Academic Board, consider and approve, as appropriate, proposals for new coursework units and revision of current coursework units;
 - (g) develop, implement and review academic rules, policies and processes pertaining to coursework programs, as they relate to, but are not limited to, student recruitment, admission, articulation, course credit, English Language requirements, progression, graduation, etc., and recommend for approval by the Academic Board;
 - (h) process appeals in accordance with the relevant appeals policy;

- (i) consider and respond to any matter referred to it by the Academic Board or by the Chair of the Academic Board, or by other committees of the Academic Board.

Membership

B4. The Coursework Committee shall be composed of ...

Internal members

- (a) the Heads (or their nominees) of colleges authorised to present coursework programs of the College [18 – including 3 diploma-only colleges]
- (b) one (1) undergraduate student and one (1) postgraduate coursework student, elected by students enrolled at the respective level of study
- (c) the Dean (or representative)
- (d) the ACT Academic Administrator

External members

- (e) two (2) persons (external to the ACT) with standing and experience in the university and/or professional sector relevant to the functions of the Committee, appointed by the Academic Board on recommendation of the Chair of the Academic Board.

Terms of membership

B5. The terms of membership of members of the Coursework Committee shall be as follows:

- (a) Among the external members, one (1) shall be appointed initially for 1.5 years and one (1) appointed initially for 3 years, the normal period of appointment being 3 years, and each is eligible for re-appointment
- (b) The students shall be elected for 3 years, with graduation not terminating membership.

[The students elected in September-October 2009 shall be members of the Committee until December 2011]

Elected Members

B6. For the election of a student at each specified level, nominees shall be drawn from and the electorate shall consist of all students enrolled in at least one unit in an ACT coursework program at the appropriate level during the half-year (Jan – June; July – December) during which nominations for election are called. Nominees shall be nominated and seconded by two other students from the electorate.

Procedure for election of a Postgraduate Coursework Student to the ACT Coursework Committee

The electorate will consist of all postgraduate coursework students across affiliated colleges who are enrolled in at least one unit in an ACT postgraduate coursework program (Graduate Diploma, Master – not MTh) during the second half-year of 2009 (July-December). The names and email addresses of these students are available via reports from TAMS.

For the election of a Postgraduate Coursework Student to the ACT Coursework Committee:

- nominees shall be enrolled in at least one unit of an ACT postgraduate coursework program (Graduate Diploma, Master – not MTh) during the second half-year of 2009 (July-December)
- nominees shall be nominated and seconded by two students in the electorate
- the nomination form must indicate the Principal's endorsement of the nomination, noting that the student will be away from the college on at least 4 days during teaching time and these absences will need to be accommodated – if the endorsement is not forthcoming, the nomination should not be lodged

- nominations **close on Wednesday, 7 October, 2009**, at the ACT office and must be faxed to the ACT Quality Manager (**fax number is 02 9262 7290**)
- nominees shall lodge with the ACT Quality Manager (KWade@actheology.edu.au) by email attachment (in Word format) by Wednesday, 7 October, 2009, a brief résumé (no more than 200 words) of information designed to support their candidature for election, including their name, the college at which they are studying, their current course, their expected month/year of course completion, any completed academic qualifications, current role(s) in their college, etc.

At the close of nominations a ballot paper shall be constructed with the candidates ordered by lot. Against the name of each candidate the name of their college will be displayed.

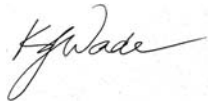
Electors shall be provided electronically with a ballot paper and the collection of résumés in the same order as candidates on the ballot paper. They shall be directed to:

- mark the electronic ballot paper with a cross next to name of their preferred candidate (more than 1 cross shall make the vote informal),
- insert their name, the name of their college and the date of voting on the ballot paper in the spaces provided,
- save the completed ballot paper on their computer, then send the completed ballot paper by email attachment to a prescribed email address by a prescribed date.

It is expected that ballot papers and résumés shall be distributed by email attachment by Thursday 8 October, with the Ballot closing on Wednesday, 21 October, 2009.

It is expected the Dean shall declare the ballot on Thursday, 22 October, 2009, and the result shall be posted on the "Academic Board Elections" page under the home page of the ACT website.

If you have any enquiries on the matters above, please email Dr Ken Wade, ACT Quality Manager, on KWade@actheology.edu.au.



Dr Ken Wade
ACT Quality Manager
EO of the ACT Academic Board