

Source: Minutes of 336<sup>th</sup> Academic Board Meeting 11-3-2020

## A12. REVIEW OF ACADEMIC BOARD COMMITTEES

Considered: Review of Academic Board Committees (**Document AB/336/20/11**).

- Reported:
- i). That the University underwent external quality assessments in 2014 and 2019.
  - ii). The Panel that assessed the University in 2014 recommended that the Committees of Academic Board be rationalised.
  - iii). That the Panel was disappointed to learn that Academic Board still had too many committees and it (the Panel) recommended that rationalisation be implemented without more delay.
  - iv). That this submission recommends contracting the 18 committees of Academic Board into 7 Committees.
  - v). That a listing of new committees and current committees that they subsume is as follows:

**TABLE SHOWING: NEW COMMITTEES AND CURRENT COMMITTEES THEY SUBSUME.**

No#.	NEW COMMITTEE	CURRENT COMMITTEES SUBSUMED UNDER THE NEW COMMITTEE
1.	Postgraduate Studies & Research Committee	Postgraduate, Research, Publication
2.	Teaching & Learning Committee	AQAT, Teaching & Learning Methods, Open & Distance Learning, Satellite Campuses
3.	Knowledge Dissemination and External Engagement Committee	Library, Information and Technology Policy Advisory, Huon Seminar, External Relations, Education Moderation for Transferred Colleges.
4.	Examinations Committee	Composition remains the same with its existing ToR.
5.	Admissions Committee	Composition remains the same with its existing ToR.
6.	Undergraduate Courses Committee	Composition remains the same with its existing ToR.
7.	Student Appeals Committee	Academic Appeals, Appeals on Disciplinary Matters, but USDC will continue on as a Management Committee, not a Committee of Academic Board.

## **TERMS OF REFERENCE (TOR) OF THE COMMITTEES**

### **1. POSTGRADUATE STUDIES AND RESEARCH COMMITTEE**

#### **TOR of Postgraduate Studies & Research Committee (PGS&RC)**

##### **Purpose:**

The purpose of this Terms of Reference is to delineate the responsibilities, constitution and current membership of the Postgraduate Studies and Research Committee (PGS&RC)

##### **Responsibilities of the PGS&RC**

These fall under three categories: postgraduate study, research and publications.

##### **Postgraduate Study:**

1. To formulate or review the postgraduate admission policy of Unitech at least once every three years.
2. To vet appointments of supervisors and thesis examiners of each postgraduate student.
3. To consider and approve examination arrangements and results for each postgraduate program and student.
4. To organize an annual postgraduate students' research presentations.
5. To ensure compliance of postgraduate programs with the PNG NQF.
6. To recommend to the Academic Board names of students who are eligible to graduate with postgraduate qualifications.

##### **Research:**

7. To formulate or review the research polices of Unitech at least once every three years.
8. To consider and approve or reject applications for research funding.
9. To consider and approve or reject applications for conference funding.
10. To edit and publish Unitech's Annual Research Report

##### **Publications:**

11. To consider and approve the objectives of all academic publications produced under the auspices of the university for dissemination beyond the university
12. To consider and approve the terms of reference of the editorial board for each academic publication of the university
13. To call for and receive reports from each editorial board for academic publications of the university
14. To consider and recommend to the Vice Chancellor's Committee for approval an annual maximum amount of funding for each editorial board.

## **Constitution of the PGS&RC**

Membership of the PGS&RC will consist of both faculty and students but students will not be eligible to attend meetings that discuss examination results.

**Ex Official Members:** Vice Chancellor, Deputy Vice Chancellor, Pro Vice Chancellors and Dean of Engineering.

**Appointed Members:** For the period January 1, 2020 – December 31, 2021

1. Professor Shamsul Akanda, Dean of Postgraduate School - Chairman
2. Professor John Pumwa
3. Dr Gabriel Arpa
4. Professor Manoj Mukhopadhyay
5. Professor Jacob Babarinde
6. Dr Sujoy Jana
7. Dr Mex Peki
8. Professor Paul Hoole
9. Dr Rachel Aisoli-Orake
10. A Postgraduate Student elected by the postgraduate students

**Executive Officer:** Senior Assistant Registrar Academic

## **2. TEACHING & LEARNING METHODS COMMITTEE**

### **TOR of Teaching & Learning Committee (TLC)**

#### **Purpose:**

The purpose of this Terms of Reference is to delineate the responsibilities, constitution and current membership of the Teaching and Learning Committee (TLC)

#### **Responsibilities of the TLC**

These fall under three categories: quality assurance, instructional improvement and online and distance teaching and learning.

#### **Quality Assurance:**

1. To verify teaching plans are prepared, issued to students and are followed.
2. To inspect subject files and provide annual reports to the Academic Board on staff compliance with policies on subject files.
3. To vet the appointment of external examiners of undergraduate programs and to present summaries and recommendations of external examination reports to the Academic Board.

#### **Instructional Improvement**

4. To ensure that there is continuous excellence in teaching and learning by annually proposing to the Academic Board and to the departments, high-impact improvement initiatives.
5. To introduce initiatives and oversee curriculum planning and assessment programs

6. To introduce and supervise the implementation of evidence based high-impact teaching strategies.

#### **Online and Distance Teaching and Learning:**

7. To supervise the implementation of Unitech's satellite campuses policies.
8. To develop and supervise video conference delivery of distance education to amalgamated and satellite campuses.
9. To introduce and supervise synchronous and asynchronous distance learning initiatives.
10. To promote the provision of open online education as part of the university's community service obligations.
11. To promote hybrid distance education, blended teaching and learning and open schedule distance education.
12. To present annual reports to the Academic Board on online and distance learning programs of the university.

#### **Constitution of the TLC**

Membership of the TLC will consist of both faculty and students but students will not be eligible to attend meetings that discuss examination results.

**Ex Official Members:** Vice Chancellor, Pro Vice Chancellors, Registrar, Dean of Engineering and Dean of Postgraduate School.

**Appointed Members:** For the period January 1, 2020 – December 31, 2021

1. Director of the TLMU - Chair
2. HOD of the ODL Department
3. Dr Macquin Maino
4. Professor Eric Gilder
5. Dr Gwendolin Ban
6. Dr Sailesh Samantha
7. Dr Ken Ail
8. Dr Joseph Fisher
9. MrsSogoingDenano
10. A student nominee of the SRC President.

**Executive Officer:** Deputy Director of the TLMU

### **3. KNOWLEDGE EXCHANGE AND EXTERNAL ENGAGEMENT COMMITTEE**

**TOR of Knowledge Exchange & External Engagement Committee (KEECC)**

#### **Purpose:**

The purpose of this Terms of Reference is to delineate the responsibilities, constitution and current membership of the Knowledge Exchange and external engagement Committee.

## **Responsibilities of the KEEEC**

These fall under four categories: external relations, Library, ICT, conferences and workshops.

### **External Relations:**

1. To initiative, negotiate, review and present MOUs and MOAs with other national and international academic institutions to the Academic Board for consideration and approval.
2. To initiate or endorse proposals for official visits of academic delegations to and from the university.
3. To advise the Academic Board on strategies to engage with alumni
4. To advise the Academic Board on strategies in engaging industry in enhancing the academic programs of the university.

### **Library:**

5. To advise the Academic Board on strategies to keep the Library relevant and useful to students and staff at all times.
6. To consider and approve procurements of books and subscriptions to journals and Library databases.
7. To advise the Academic Board on library policies in relation to the development of library facilities for teaching and research in the university.

### **ICT:**

8. To develop and review information technology policies of the university.
9. To advise the University Management and the Academic Board on procurement, installation and use of ICT products at the university.
10. To ensure that the university has good email, internet and intranet facilities and policies for students and staff.

### **Conference and Workshops:**

11. To advise the Academic Board on policies on organizing conferences and workshops.
12. To consider and approve proposals and budgets for organizing university-wide conferences and workshops.
13. To organize the Huon Seminar.

## **Constitution of the KEEEC**

Membership of the USC will consist of both faculty and students but students will not be eligible to attend meetings that discuss examination results.

**Ex Official Members:** Vice Chancellor, Pro Vice Chancellors, Registrar, University Librarian, Dean of Postgraduate School, Dean of Engineering and Director of ICTS.

**Appointed Members:** For the period January 1, 2020 – December 31, 2021

1. Deputy Vice Chancellor - Chairman
2. Professor Cletus Gonduan
3. Dr Cathy Koloa
4. Dr Veronica Bue
5. Mr Herman Kunsei
6. Mr Sipa Benny
7. Professor Osia Gideon
8. Dr Andrew Sariman
9. SRC President or his/her nominee
10. SRC Female VP or her nominee

**Executive Officer:** SAR Academic

#### **4. STUDENT APPEALS COMMITTEE**

##### **TOR of Student Appeals Committee (SAC)**

###### **Purpose:**

The purpose of this Terms of Reference is to delineate the responsibilities, constitution and current membership of the Student Appeals Committee (SAC).

###### **Responsibilities of the SAC**

These fall under two categories: academic appeals and appeals on disciplinary matters.

###### **Academic Appeals:**

1. To consider and make determinations on appeals against examination results and overall recommendations.
2. To consider and make determinations on appeals against failure to be admitted.
3. To consider and make determinations on appeals against the awarding of Council Medals, Degree with Merit or other prizes and honours of the University.

###### **Appeals on Disciplinary Matters:**

4. To consider and make determinations on appeals against conviction of a crime or misdemeanor.
5. To consider and make determinations on appeals against sanctions and punishments that are imposed by the USDC.

###### **Constitution of the SAC**

Membership of the SAC will consist of both faculty and students but students will not be eligible to attend meetings that discuss examination results.

**Ex Official Members:** Vice Chancellor, Deputy Vice Chancellor, Registrar, Chief Security Officer, Unitech Legal Officer, Dean of Students.

**Appointed Members:** For the period January 1, 2020 – December 31, 2021

1. Pro Vice Chancellor Administration - Chairman
2. Dr Rachel Aisoli-Orake
3. Dr Ghulam Arshed
4. Dr Joseph Fisher
5. Dr Andrew Pai
6. Mr John Lanta
7. Mrs Mary Aisi
8. Ms Francisca Pambel
9. SRC President or his/her nominee
10. SRC Female VP or her nominee

**Executive Officer:** Deputy Registrar Academic

Resolved: That review of Academic Board Committees as presented and recommended be approved with a minor amendment: to place 'Publications' under the 'Knowledge Dissemination and External Engagement Committee'.

Meeting ended at 2:10 pm

**B2.                    DATE OF NEXT MEETING**

16/7/2020

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ASSOCIATE PROFESSOR ORA RENAGI OL  
VICE CHANCELLOR – CHAIRMAN