Yoobee Colleges Ltd

YOOBEE
COLLEGES

Academic Governance Boards and Committees

- Academic Board
- Programme Development Committee
- Teaching and Learning Committee
- Research Committee
- Boards of Studies
- External Advisory Board

Yoobee Colleges Ltd

Academic Board (AB)

Purpose
The Academic Board oversees the educational planning delivery and review process of Yoobee Colleges. This includes assuring academic quality and mediating academic risk by monitoring the inputs, educational performance and outcomes of programme delivery. Coordinating the academic activities of Yoobee Colleges the AB has a focus on guiding and rigorously scutinising the design, delivery and ongoing improvement of Yoobee Colleges programmes in relation to academic standards monitoring and review to meet the organisation's strategic plan.

Responsibilities

The Academic Board will:
a) Contribute sector insight, expertise and academic leadership and act as a forum for the debate of academic issues.
b) Approve policies and procedures pertaining to programmes and academic practices.
c) Oversee the development, approval, and review of programmes consistent with accreditation requirements.
d) Oversee and monitor the ongoing academic quality of programmes and their component courses.
e) Consider and make decisions on all aspects of programme review including initiating academic reviews.
f) Ensure a culture of scholarship is developed within the institution and support academic improvement practices.
g) Oversee moderation processes and implementation.
h) Monitor Yoobee Colleges' EPIs and academic KPIs.
i) Monitor academic integrity, complaints & grievances.
j) Review Annual Programme Reports, APERs, Monitor's Reports and Consistency Reports and monitor their action plans.
k) Delegate academic operationalisation and monitoring to such sub committees which it may establish and receive minutes from and make recommendations to these sub committees to ensure that delegated responsibilities are effectively discharged

The Academic Board reports to the Senior Leadership Team.

Membership
The Academic Board has 13 sitting members. Membership of the Academic Board is to be representative of the faculties of Yoobee Colleges. Elected representatives for the Academic Board will be appointed through expressions of interest or on the recommendation of their manager, with the following positions included:

- Head of Quality (Chair)
- Chief Product & Innovation Officer
- Academic Dean
- Quality Manager - Programmes
- Faculty Leads (x3)
- Representative Operations

- o   Learner Success Representative
- o   Two Elected Staff Representatives (2-year term)
- o   Two Elected Student Representative (1-year term)

Optional:
- o   One External Academic Representative

Secretariat – Quality Team

Meeting frequency, quorum and voting:

At least six meetings are to be held annually. A simple majority of seven sitting members constitutes a quorum with no provision to accept votes by proxy. The Chair has a casting vote in the case of deadlocked decisions. The Chair may approve or invite such other non-voting persons to address or observe AB proceedings as is deemed appropriate to acquit AB business. By prior arrangement and in the absence of the AB Chair may deputise another sitting member to act in his or her stead as Chair. AB minutes will record attendance and provide the basis for reporting to the AB.

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Programme Development Committee (PDC)

Purpose

The PDC is a committee acting under delegated authority from the Academic Board. The PDC is responsible for quality assuring the continuous improvement of Yoobee Colleges' programme curricula and course outlines. In accordance with programme accreditation and maintenance standards this includes timely acquittal of curriculum review and development work in line with Yoobee Colleges' strategic plan.

Responsibilities

The function of the PDC is to:

a) Consider proposal for new programmes.

b) Oversee the development of new programmes and short courses, including micro- credentials, and endorse these prior to submission to Academic Board (AB) for formal approval prior to their submission to NZQA for approval and accreditation.

c) Establish academic working groups as required to inform the efficient design, development and accreditation of new programmes, as informed by Yoobee Colleges programme development plan and endorsed by the PDC taking account of relevant sector benchmarking and industry advice.

d) Receive recommendations from Boards of Studies for programme changes that may necessitate type 2 changes or programme redevelopment.

e) Review and recommend to the Academic Board approved amendments to programme and component course outlines that enable ongoing achievement of learning outcomes and ensure programme and course content, delivery, assessment and resources are kept up to date for the duration of the accreditation period.

f) Receive, consider and endorse new and revised course outlines and type 2 changes within existing programmes for submission to and formal approval by the AB.

g) Consider and endorsee proposals for micro-credential short courses and non-accredited short courses prior to submission to AB for formal approval.

h) Review new   programme proposals and type 2 changes to ensure that the structure, rationale, aims, content, learning and graduate outcomes are consistent with the New Zealand Qualification Framework (NZQF) and reflect best academic and industry practice in the specialist field.

i) Review pedagogical innovations that actively encourage improved student recruitment, engagement, retention, progression and completion in programmes.

j) Review and recommend programme enhancements, content development and learning & teaching resources that promote the use of available learning, teaching and other relevant discipline-specific or communication technologies to improve face-to-face, blended and online learning engagement by both students and tutors in accordance with accreditation requirements.

k) Provide advice to the Academic Board and address any academic and programme development matters brought forward by the Academic Board.

Membership - The Programme Development Committee has 10 sitting members:

- Chair: Chief Product and Innovation Officer
- Quality Manager – Programmes
- Academic Dean
- Design/Web Faculty Lead
- Faculty Leads (3)
- National Programme Manager (Micro-credential and short course)
- Representative – Admissions/Marketing
- Two elected staff representatives

Secretariat – Product Operations Leader

Guest attendees will be invited as and when required.

PDC membership will be reviewed at least every two years by the AB to ensure adequate discipline and academic representation across all accredited programmes and delivery location. PDC members will be provided with relevant information prior to meetings and are obliged to preserve confidential information*.*

Meeting Frequency Quorum and Voting:

The PDC meets at least six times per annum , with additional meetings convened at the request of the AB or the PDC Chair as may be required for the purposes of new programme development, course amendments, type 2 changes, approval and accreditation, or as required by the AB.

A simple majority of six sitting members constitutes a quorum with no provision to accept votes by proxy. The Chair has a casting vote in the case of deadlocked decisions. The PDC may approve or invite such other non-voting persons to address or observe PDC proceedings as is deemed appropriate to acquit PDC business. By prior arrangement and in the absence of the Deputy Chair, the PDC Chair may deputise another sitting member to act in his or her stead as Chair. In the case of an unanticipated absence of the Chairperson and the Deputy Chair, sitting PDC members in attendance may choose a chair from amongst their number for that particular meeting. PDC minutes will record attendance and provide the basis for reporting to the AB.

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Teaching and Learning Committee (TLC)

Purpose

The Academic Board delegates responsibility to the TLC for oversight of teaching and learning practices on all accredited programmes and programme delivery locations and the maintenance of quality and standards. The role of the TLC is to quality assure processes for teaching and learning to ensure that day-to-day academic operations meet NZQA quality education standards, which govern the delivery of accredited tertiary education programs. The TLC also has responsibility for advising on academic and associated policies, procedures and guidelines related to the maintenance and improvement of learning and teaching and quality and standards on all Yoobee Colleges Ltd courses.

Responsibilities

The function of the TLC is to:

a) Develop an annual Teaching and Learning Strategy and Implementation Plan, for approval by AB,
b) to improve the quality of teaching through regular use and review of course and programme evaluations as a basis for continuous improvement
c) Implement cycles of quality review for all accredited programmes, including micro-credential, short courses and STAR, to enhance student participation and attainment of accredited and non- accredited programme outcomes in accordance with institutional policy.
d) Debate and consider regulatory and compliance advice and consultation requests from the lead regulatory body (NZQA).
e) Review performance data including internal student satisfaction and course and programme evaluations and reviews.
f) Provide a forum for the discussion of teaching and learning issues by considering structures and strategies to support and improve learning and teaching outcomes within Yoobee Colleges.
g) Discuss, formulate and promote strategic initiatives that enhance the student experience as it relates to teaching and learning and which contribute to, and support attainment of, Yoobee Colleges' objectives.
h) Implement academic policies and procedures relating to all teaching and learning processes, including admissions, student progress, examinations and assessment, academic integrity and academic appeals.
i) Evaluate the efficiency and effectiveness of established and alternate teaching and learning strategies and delivery modes in accredited programmes.
j) Coordinate prospective student eligibility and selection criteria in relation to programme entry requirements and monitor the outcomes from admission processes.
k) Monitor the efficacy of academic intervention strategies designed to assist students deemed to be at risk of poor performance or failure.

l) Oversee the processes by which students are assessed including assessment, internal and external moderation

m) Monitor student progress, attrition and completion rates, and graduate destinations.

n) Receive reports and review data relating to academic integrity, grievances and complaints and student appeals.

o) Undertake benchmarking of programme outcomes as part of NZQA consistency reviews or reciprocal moderation arrangements according to Yoobee Colleges' Quality Management System.

p) Make recommendations to the AB on matters pertaining to delivery of Yoobee Colleges programmes.

q) Act on any other learning and teaching matters referred to it by the AB.

Membership: The Teaching and Learning Committee twelve (12) sitting members:

- o Chair - Academic Dean ex-officio
- o Quality Manager Programmes ex-officio
- o Three (3) Team Leaders –(drawn from different campuses)
- o Two (2) Faculty Leads across Yoobee Colleges Ltd
- o Two (2) Elected Academic Staff representatives
- o Short Course Lead
- o One (1) Learner Success Representative
- o One (1) Student Representative

TLC membership will be reviewed at least every two years by the Academic Board (AB) to ensure adequate representation across all accredited programs and delivery locations. T&L members are provided with all relevant information prior to meetings and are obliged to preserve confidential information. The term of the appointment, with the exception of the ex-officio positions is two years which can be extended to another two years.

Frequency: The TLC meets six (6) times per year with an option to call additional meetings at the request of the AB or TLC Chair.

Quorum and Voting Rights: A simple majority of seven (7) sitting members constitutes a quorum with no provision to accept votes by proxy with the Chair having a casting vote in the case of deadlocked decisions. By prior arrangement, the T&L Chair may deputise another sitting member to act in their stead as Chair and may invite such other non-voting persons to address or observe T&L proceedings as is deemed appropriate to acquit T&L business. In the case of an unanticipated absence of the Chairperson, sitting T&L members in attendance may choose a chairperson from one of their number to chair that particular meeting. T&L minutes will provide the basis for reporting to the Academic Board.

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Research Committee

Purpose:

The purpose of the Research Committee (RC) is to strengthen the institution's research culture and research profile in association with the encouragement, promotion, celebration, and monitoring of quality-assured academic and creative research activities and outputs of staff and postgraduate students. The Academic Board has delegated responsibility to the RC for monitoring, reporting directions and evaluation of research and scholarly activities within Yoobee Colleges. The RC also has responsibility for advising on research policies, procedures and guidelines related to staff and student and research and advanced scholarship.

The RC is concerned with developing, promoting and monitoring Yoobee Colleges' research and scholarship strategy. This includes maintaining academic and ethical standards that underpin and encourage a culture of research and scholarly activity within the organisation. The goal is to enable and support academic staff and postgraduate students to engage in research and scholarly activity by providing support, professional development, academic guidance and opportunities to pursue relevant, creative, discipline-specific and other practice-based, industry oriented and applied theoretical research.

 Responsibilities

The function of the RC is to:

      (a) Develop a Research Plan for Yoobee Colleges through identifying opportunities to develop key research areas for Yoobee Colleges to support and inform industry relevant learning and teaching in line with strategic priorities.

      (b) Provide a forum for the discussion of research and scholarship issues by considering structures and strategies to develop and support research and advanced scholarship within Yoobee Colleges.

      (c) Advise and formulate recommendations and provide information to the AB on research policy, procedures and guidelines.

      (d) Promote research initiatives and research training within the organisation through the research and scholarship fund.

      (e) Establish, review and make recommendations on the allocation of funding for specific research projects through the research fund to support small scale initiatives.

      (f) Encourage and support staff to apply for external research and scholarship grants and engage in collaborative projects as maybe available and take up academic conference and/or publication opportunities.

      (g) Identify and support strategies for reviewing all research proposals for both academic staff and postgraduate students to ensure ethical standards are met and provide approval as may be required.

(h) Provide mentoring for new staff and other opportunities to support those seeking to begin participating in research activities, including the provision of guidance in preparation of quality research proposals and papers and creative outputs suitable for presentation in a public forum.

(i) Inform the Yoobee College community on research issues through the dissemination of minutes of meetings and/or reports or other appropriate methods, to ensure that all research activities are utilised to inform and enhance teaching activities.

(j) Promote active staff engagement in research and other scholarly activities to improve learning and teaching outcomes.

(k) Support the development of annual Research Plans for academic staff to ensure that professional and discipline-based expertise is supported by active research and advanced scholarship.

Membership:

The Research Committee has eleven (12) sitting members:

- o   Chair – Head of Research and Postgraduate Studies
- o   Academic Dean
- o   Quality Manager- Programmes
- o   Research active Faculty Representatives (6)-
- o   One (1) Research active learning success/support coordinator
- o   One (1) Elected research active Academic Staff Representatives
- o   One (1) Postgraduate Student Representative
- o   Quality Team -Secretariat

RC membership will be reviewed at least every two years by the Academic Board to ensure adequate discipline and academic representation. RC members will be provided with relevant information prior to meetings and are obliged to preserve confidential information.

The RC will be supported by a **Research Forum** of a wider body of research active staff meeting quarterly.

Frequency Quorum and Voting Rights:

The RC meets six (6) times each year with an option to call additional meetings at the request of the Academic Board or RC.

RC minutes will record attendance and provide the basis for reporting to the Academic Board. A simple majority of seven (7) members constitutes a quorum with no provision to accept votes by proxy. The Chair may invite such other persons to address or observe RC proceedings as appropriate. By prior arrangement and in the absence of the Deputy Chair, the RC Chair may deputise another member to act in his or her stead as Chair. In the case of an unanticipated absence of the Chairperson and the Deputy Chair, sitting RC members in attendance may choose a chair from amongst their number for that particular meeting.

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Board of Studies (BoS)

Yoobee Colleges has a Board of Studies (BoS) for each faculty.

Purpose:

The purpose of each BoS is to oversee the day-to-day academic operations of the suite of programmes within its faculty. Each BoS reports to the Academic Board. Faculty Boards are established for the following areas

- o Design
- o Animation
- o Technology
- o Film
- o Beauty
- o Health
- o Tourism

Responsibilities:

The function of the BoS is to:

a) Approve course results and qualifications completions.
b) Monitor educational performance of programme by observing trends in a range of statistical measures and other information, including but not limited to EPIs, KPIs, student evaluation results, attendance rates, progression rates, withdrawal rates.
c) Maintain and enhance quality of programme delivery by having oversight of changes to teaching and/or assessment approaches.
d) Maintain oversight of assessment criteria and procedures, including assessment workload and resubmission procedures.
e) Monitor the evaluation of modules and programmes through moderation reports (internal and external), student evaluations and other data gathering methods and follow-up on action required.
f) Advising on RPL/RCC and special admission applications for student recruitment purposes
g) Advise on any additional resources required for effective programme delivery.

The Board of Studies reports to the Academic Board.

Membership:

Boards of Studies will have a minimum of five and a maximum of 10 sitting members. Staff representatives for the Board of Studies will be nominated on the recommendation of their manager,

- o Faculty Lead of the subject area (Chair)
- o Team Leaders from the subject area

- At least one other academic staff member representative, ensuring different subject areas are covered.

Secretariat quality Team

Frequency:
Meetings are scheduled to occur monthly, with at least six meetings to be held annually. The processing of results will influence the timings of the meetings. A quorum is half of the current members other than the chair. If voting is required and the result is an even split, the chair will have the casting vote.

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External Advisory Board – Terms of Reference

Purpose

The External Advisory Board (EAB) are a group of industry experts providing ongoing strategic vision, guidance, and advice regarding the suite of programmes within Choose an item.. The Board will essentially be focused on the relevance of programmes for industry and graduates, their internal pathways and the needs of industry, community, and target demographics, advice on development of new programmes or courses as well as assisting with the strategic value of the programmes of study.

Membership composition

Ideally, membership composition will comprise of the following:
- Industry related representatives [4]
- Education Representative from a relevant sector [1]
- Māori representative from the relevant industry [1]
- Pasifika representative from the relevant industry [1]
- Faculty Lead (internal staff) [1]
- Student representative [1]
- Any other relevant industry/community representative

Roles and Responsibilities

Members of the advisory board will commit to:

- Advising on current market needs and trends.
- Advising on the strategic alignment of the programme portfolio.
- Providing feedback on the skills and knowledge of our graduates where appropriate.
- Actively fostering collaboration between Yoobee Colleges and industry partners.
- Actively fostering collaboration between Yoobee Colleges and the community,
- Signing any documentation as required by Yoobee Colleges, such as but not limited to confidentiality agreements.
- Faculty Lead providing a summary report.

Meeting structure

- A minimum of two meetings will be held per annum. via Microsoft Teams.
- The meeting will be chaired by an external member
- The meeting will generally be no less than one hour duration
- Sub-committees of the EAB may be established and include non-members to consider specific programme development of amendments.
- A quorum is fifty percent of the membership
- Meetings dates will be set no later than 31 March each year.
- Decisions will be reached by consensus. If a full consensus is not possible, the advisory board chair has the final decision.
- Meeting agendas and minutes will be provided by internal staff of Yoobee Colleges.

This includes:
- o Preparing and providing the agenda and supporting papers to members at least one week prior the meetings.
- o Preparing and providing meeting notes and action items no later than one week following the meeting.

Amendment, Modification or Variation

These Terms of Reference may be amended, varied, or modified in writing after consultation and agreement by the members. Members will have an initial term of two years, which can be extended by a further two years by mutual agreement.

Fee

Members can claim $100 per meeting on submission of a claim form.

Who is responsible for setting up the EAB, where do these sit in the academic structure, where is the secretariat support for setting up the meetings, pulling the papers together, sending out the papers, taking minutes and collating the action points from each meeting and including those that have not been met.