

Evaluation and Review Committee – Membership and Terms of Reference

Current Version	Previous Reviews	Next Review
25/8/16	4/7/13	2019

1 Membership and Terms of Reference

Director, Academic
Director, EAR (or representative)
Manager, Academic Quality
Academic Division Representative
Academic Quality Advisor
HOD/S (2)*
Programme Managers (2)*
Education and Applied Research Division Administrator Representative
Manager, Corporate Quality
Academic Staff Member (2) **
Student Services Division Representative
Marketing Communications Team Representative
* Three year rotation ** Two year rotation

Other members may be co-opted as necessary and working parties, including staff members who are not members of this sub-committee, may be formed. Such working parties will report to the sub-committee as required.

2 Terms of Reference

The Evaluation and Review Committee is a sub-committee of Academic Board and exists to provide leadership in academic evaluation and quality assurance at Ara Institute of Canterbury to ensure quality improvement.

To achieve this, the Committee will:

- a Provide leadership in academic evaluative quality assurance
- b Take direction from Academic Board on institutional wide trends and strategies.
- c Provide a forum for strategic discussion of emerging ideas, concepts, needs and trends at regional and global levels for quality assurance to inform planning and practice.
- d Provide advice and recommendations that facilitate integrated evaluative quality assurance aligned to Ara values, goals and planned outcomes.
- e Produce, monitor and report on an annual workplan
- f Oversee centralised academic survey feedback.
- g Ensure communication plans are implemented for specific quality activities.
- h Produce an annual self-assessment report for tabling at Academic Board

All policies on the InfoWeb are the current version. Please check date of this hard copy before proceeding.

3 Reporting Requirements

- To Academic Board for academic matters.
- To Te Kāhui Manukura for Management matters.
- A comprehensive report will be required for the twice yearly Full Academic Board meetings.

4 Quorum

Half the membership plus 1.

5 Frequency of Meetings

Minimum of four scheduled meetings per year.

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