

Terms of Reference - Academic Portfolio Group (APG)

Aim:

(1) In line with the University's Strategy and objectives, the Academic Portfolio Group (APG) will evaluate the viability and quality of the academic portfolio and initiate strategic portfolio, course and unit change to maximise load, financial sustainability and overall course quality.

Purpose:

(2) The Academic Portfolio Group:

- a. Coordinates overall course profile and strategy, including evaluation of emerging areas of growth and areas of decline.
- b. Twice annually reviews the current portfolio against course performance metrics and evaluate the relevance and currency of courses.
- c. Refers Courses to the relevant Faculties and Academic Board for Review and Change under the [Curriculum Policy](#).
- d. Requires Faculties and Colleges responsible for course curriculum and delivery to respond to referrals and indicate actions taken.
- e. Reviews and makes recommendations in relation to all new course concepts and significant change proposals for the University
- f. Makes recommendations to the Vice Chancellor's Group on possible new discipline areas, new courses, new structuring or scaffolding of courses, or new modes of delivery that could be offered by SCU.
- g. Makes recommendations to the Vice Chancellor's Group on courses or disciplines that should be removed from the University's portfolio or removed from availability for a period of time.
- h. Any other matters.

Membership:

(3) APG Membership comprises the following:

- a. Pro Vice-Chancellor (Academic Innovation) – Chair
- b. Pro Vice-Chancellor (Academic Quality)
- c. Pro Vice-Chancellor (Research and Education Impact)
- d. Vice President (Future Students and Outreach)
- e. Vice President (Finance)
- f. Vice President (Students) and Registrar
- g. Chair, Academic Board
- h. Executive Director, Global
- i. Director, Academic Portfolio Office

(4) APG Observers are:

- a. Director, Business Intelligence and Quality
- b. Executive General Manager, SCU Ventures
- c. Curriculum and Accreditation Coordinator, Academic Portfolio Office (Secretariat)

Frequency of Meetings and Quorum:

(5) Normally, the APG will meet monthly and the quorum be 50 percent of membership.

Functions and Delegated Authority:

(6) The Group is a sub-committee of the Vice Chancellor's Group. Changes to course profiles and offerings or operating procedures will occur according the University's delegations, as recommended by the Vice-Chancellor.

Status and Details

Status	Current
Effective Date	3rd June 2025
Review Date	3rd June 2026
Approval Authority	Pro Vice-Chancellor (Academic Innovation)
Approval Date	3rd June 2025
Expiry Date	Not Applicable
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