

Education Committee



THE UNIVERSITY OF
MELBOURNE

Terms of reference
Department of Anatomy and Physiology
School of Biomedical Sciences

Committee Name

Education Committee for the Department of Anatomy and Physiology (DAP), School of Biomedical Sciences (SBS), Faculty of Medicine, Dentistry, and Health Sciences (FMDHS).

1. Type

- 1.1 The Education Committee is an advisory committee of the DAP Executive Committee;
- 1.2 Working groups may be formed to undertake specific tasks relevant to the Education Committee's terms of reference and *ad hoc* items which may periodically arise.

2. Purpose

The overarching purpose of the DAP Education Committee is to provide advice to the DAP Head of Department and Executive Committee on matters pertaining to education-related strategy and the implementation and outcomes of agreed activities.

3. Values

Consistent with University of Melbourne and FMDHS strategy, the values of the DAP Education Committee are:

- 2.1 **Collaboration, compassion, and respect.** Nurturing a safe, inclusive, diverse, collegial, and harmonious educational community that supports staff and students to realize their full potential.
- 2.2 **Integrity and accountability.** Maintaining the highest standards of ethics and quality in education.
- 2.3 **Resilience and creativity.** Developing creative future leaders who are equipped to thrive in complexity and embrace current and future challenges.

4. Scope

The Education Committee shall:

- 4.1 In conjunction with the HoD and SoM, have overall responsibility for the development and implementation of the Department education strategy, and processes, including designation of subject coordination responsibilities, major/portfolio lead responsibilities, assuring equity, transparency, and rigor in grading and assessment practices, strategic allocation of casual teaching budgets and staff, graduate researcher academic associates (GRAAs), and allocation of education workloads.
- 4.2 Oversee review of the Department's range of subjects and programs to ensure they meet current and prospective student needs and are aligned to, and comply with, University, Faculty, School and Departmental strategy and policy, including commitments to:
 - Increase the transformative impact of our education and strengthen our students' resilience, to thrive in complexity, aligned with the University 'Advancing Melbourne' and 'Strategy 2030';

Terms of Reference: Education Committee V4 February 2026 (Department of Anatomy and Physiology)

Author: Charlotte Clark, Department of Anatomy and Physiology

Accepted: Department of Anatomy and Physiology Executive

To be reviewed: February 2027

- Deliver transformative education to create a more fair, just and inclusive community, in advancing human knowledge while encouraging curiosity, creativity, and inquiry in our students through provision of a balance of challenge and support aligned with the University *'Advancing Students and Education Strategy'*;
 - Positively impact the health and wellbeing of our communities, champion student-centered educational approaches, and uphold the values of collaboration and teamwork, compassion, respect, integrity and accountability aligned to the MDHS *'Advancing Health 2030'* strategy; and
 - Ensure alignment to, and compliance with University Academic Board guidelines, and the Centre for the Study of Higher Education *'Framework for Educational Excellence'*.
- 4.3** Oversee the review and implementation of subject changes to ensure graduates are work-ready, motivated to pursue careers in healthcare, research, academia, and related fields, and equipped with the knowledge and skills to apply biomedical science in addressing current and emerging global challenges.
- 4.4** In conjunction with other relevant committees, provide support to:
- nurture an educational community that sustains and rewards excellence through collaboration, compassion, respect, integrity, accountability, creativity, and resilience;
 - develop leadership skills in all staff engaged in education; and
 - develop and apply strategies that enhance diversity and inclusion across the education workforce.
- 4.5** Coordinate activities with other Departments within SBS and FMDHS in the development and management of teaching strategies, initiatives and innovation that promote the interests of the Department, and that foster the conduct of student education that is of the highest quality.
- 4.6** Communicate major outcomes of committee considerations and education highlights and successes within the Department, School, University, and externally.
- 4.7** Identify and promote to SBS, FMDHS, University, and external funding agencies, Departmental programs, or subjects that align with funding opportunities.
- 4.8** Coordinate activities to develop digital and online education resources that can be deployed broadly across Department teaching programs.
- 4.9** Contribute to and apply relevant evidence from the education research and scholarship of teaching and learning (SoTL) fields to improve the quality of Departmental education.
- 4.10** Promote opportunities for broader collaboration within the Department, Schools, Faculties and affiliated Research Institutes e.g. via education-focused seminars and symposia.
- 4.11** Identify and implement strategies for enhancing career development for each of the major teaching portfolios in the Department including casual teaching staff, graduate research academic associates (GRAAs), education focused (EF), education and research focused (E&R) academics and educators experiencing career interruptions.

5. Authority

The Education Committee will make recommendations to the Department Executive Committee, SBS Education Committee, other University Departments and Faculties and Students and Scholarly Services (SASS).

6. Portfolios

The following are key portfolios within the DAP Education Committee. Each portfolio will have an academic lead who will be a member of the Education Committee. Committee members may hold more than one education portfolio.

6.1 Major coordinators

- Cell and Developmental Biology (CEDB) Major
- Human Structure and Function (HSF) Major
- Neuroscience (NEUR) Major
- Physiology (PHYS) Major

6.2 Education portfolios

Terms of Reference: Education Committee V4 March 2026 (Department of Anatomy and Physiology)

Author: Charlotte Clark, Department of Anatomy and Physiology

Accepted: Department of Anatomy and Physiology Executive March 2026

To be reviewed: February 2027

- ADAPT Lab
 - Assessment transformation
 - Bachelor of Biomedicine
 - Graduate Diploma of Surgical Anatomy (GDSA)
 - Doctor of Medicine coursework (MD1)
 - Honours coursework
 - Master of Biomedical Science coursework
- 6.3** The Director of Education, major coordinators, and education portfolio leads will be appointed through an expression of interest (EOI) process lead by the Head of Department. If EOIs exceed available positions, appointments will be made by the Head of Department, in consultation with the Director of Education.
- 6.4** The Director of Education, major coordinators, and education portfolio leads will serve a term of three years in the first instance. Further terms may be offered in consultation with the Head of Department and Director of Education.
- 6.5** Major coordinators, education portfolio leads and subject coordinators are formally accountable for the specific responsibilities that have been delegated to them.

7. Membership

- 7.1** The Education Committee will be chaired by the Director of Education.
- 7.2** Membership of the Education Committee will comprise the Major coordinators and education portfolio leads. See Table 1 for a list of current portfolio leads.
- 7.3** As required, the following additional members will be invited to attend Education Committee meetings:
- SBS Academic Services Manager
 - Department Strategic Operations Manager
- 7.4** An administrative support officer will assist as an *ex officio* member of the committee.

Table 1. Committee membership and portfolio leads (as of March, 2026)

Portfolio	Lead	Term details
Director of Education	Charlotte Clark	January 2025 – December 2027
CEDB Major	Gary Hime	January 2025 – December 2027
HSF Major	Simon Murray	
NEUR Major	Peter Kitchener	
PHYS Major	Angelina Fong	
ADAPT Lab	Charlotte Clark	January 2026 –
Assessment Transformation	Angelina Fong	January 2026 –
Bachelor of Biomedicine	Charlotte Clark	January 2026 –
GDSA	Simon Murray	
MD1 coursework	Gary Hime	
Research training	Lea Delbridge (on behalf of Erica Fletcher)	January 2026 –
Master of Biomedical Science coursework	Lea Delbridge and Peter Kitchener	January 2026 –

8. Meeting arrangements

- 8.1** The Education Committee will meet monthly.

Terms of Reference: Education Committee V4 March 2026 (Department of Anatomy and Physiology)

Author: Charlotte Clark, Department of Anatomy and Physiology

Accepted: Department of Anatomy and Physiology Executive March 2026

To be reviewed: February 2027

- 8.2** A quorum of the Education Committee will comprise the Chair (or nominee) plus at least 50% of committee members.
- 8.3** All committee members will have the opportunity to contribute to the setting of the meeting agenda, a call for agenda items will be made in the week prior to the forthcoming meeting.
- 8.4** Communication between meetings will be by email and a dedicated education page on the DAP SharePoint.
- 8.5** Board of examiners meetings will be held in the week following the Semester 1 and Semester 2 examination periods.
- 8.6** Working groups will meet as required and requested by the Director of Education.
- 8.7** All departmental education staff will be encouraged to attend relevant education retreats, workshops, or seminars, as requested by the Director of Education.

9. Reporting

- 9.1** Portfolio leads will provide a brief oral or written report to be tabled at each Education Committee meeting and will be provided with an opportunity to discuss any relevant matters.
- 9.2** The Director of Education will report to the DAP Executive Committee monthly.
- 9.3** The Director of Education will disseminate relevant information to the Department as required via email, the education page on the DAP SharePoint, and at relevant Departmental meetings as requested by the Head of Department.
- 9.4** All working groups shall operate under the strategic direction of the Education Committee to which they shall report as the Education Committee requires and to which they can make recommendations.

10. Resources and budget

Meeting rooms will be booked by the administrative support officer. All expenditure planned from the Education Committee will be approved by the Department Executive.

11. Review

These terms of reference will be reviewed annually by the Education Committee and will be presented to the Department Executive Committee for approval.