



# ACCREDITATION COMMITTEE

## Terms of Reference

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### 1. Role of the Committee

The Accreditation Committee is a committee of the Optometry Council of Australia and New Zealand (OCANZ). Its role is to make recommendations to OCANZ on matters concerning the accreditation of undergraduate and postgraduate optometric programs of study in Australia and New Zealand.

### 2. Responsibilities

2.1 The Committee is responsible for implementing and administering accreditation in accordance with the procedures and standards adopted by OCANZ.

2.2 The business of the committee includes:

- to assist with the development and maintenance of accreditation Standards and procedures;
- to oversee accreditation assessments for programs within its jurisdiction and associated risks, in particular managing annual reporting by education providers, monitoring of accreditation conditions and consideration of major change applications;
- to recommend the appointment of accreditation assessment teams to the OCANZ Board;
- to review and approve the reports on accredited programs for referral to the OCANZ Board;
- to report its decisions and recommendations to the OCANZ Board;
- to regularly review and evaluate the accreditation process to ensure fairness, transparency and conformity with best practice; and
- to advise OCANZ on any other relevant matters pertaining to accreditation or referred to it by the OCANZ Board.

### 3. Membership

3.1 The Accreditation Committee is appointed by the OCANZ Board and will comprise 6 members. The composition of the committee will reflect its responsibilities and include:

- One member who is an OCANZ Director
- Up to two members who are registered optometrists in Australia and/or New Zealand, who are current or recent academics, preferably with experience in accreditation
- One member who is a registered optometrist in Australia or New Zealand, preferably with experience in accreditation
- One member who is a qualified and experienced accreditation expert (non-optometrist)
- One community member (non-optometrist), preferably with experience in higher education and/or accreditation and/or governance.

The Chair will be appointed by the OCANZ Board and may or may not be a Director of the Board. The Accreditation Committee may if it chooses appoint a Deputy Chair from among its members. The OCANZ Board will have regard to representation from Australia and New Zealand in making appointments to the Accreditation Committee.

3.2 Appointments to the Committee will be made for a period of three years. Accreditation Committee members will be eligible for re-appointment on two occasions only (maximum of nine years in total). The Chair of the Committee will be also be appointed for three years and is eligible for re-appointment on two occasions only (maximum of nine years in total). Any vacancies will

be filled by the Board. The OCANZ Board may periodically appoint a person to shadow the work of the Committee for up to a year, if required to assist with membership succession planning.

### 3. Reporting

The Committee will meet at least three times per annum and will report to the OCANZ Board after every meeting, or more frequently if required.

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