

Draft Terms of Reference

FACULTY LEARNING, TEACHING AND QUALITY COMMITTEE

1. Role

The Faculty Learning, Teaching and Quality Committee is responsible to the Faculty Executive Dean for oversight of learning and teaching performance and student experience in the programs and courses offered by the Faculty.

2. Functions

The Committee's functions and responsibilities are to monitor, review and make recommendations to the Executive Dean on:

1. quality assurance of programs and courses with regard to course design and delivery, appropriateness and quality of assessment, examination processes, supervision and student progress across all learning and teaching platforms, including through Third Party arrangements;
2. the quality of the school's/college's learning and teaching practices, taking into account course evaluation data, grade distributions, student performance data, student satisfaction surveys and other comparative data;
3. the effectiveness of actions taken to improve learning and teaching practice and curriculum;
4. the effectiveness of academic staff induction and professional development programs, including casual staff and Third Party arrangements;
5. the implementation and effectiveness within the faculty, schools and colleges of policies, procedures and delegations relevant to learning and teaching practice;
6. the means of encouraging and rewarding high quality learning and teaching;
7. any other related academic quality matters of significance referred to the Committee, including from Heads of School, Executive Deans, other University, Divisional, Faculty and School/College committees.

3. Meetings, Reporting and Minutes

Frequency of and Conduct of Meetings: The Faculty Learning, Teaching and Quality Committee meets at least six times per year. Special meetings may be called by the Chair (Faculty Learning, Teaching and Quality Committee) as the need arises.

Reporting: The Faculty Learning, Teaching and Quality Committee reports to the Executive Dean.

Minutes: Discussion outcomes and post-meeting actions will be recorded for meetings as per Committee Servicing Level 3.

Quorum: At any meeting of the Faculty Learning, Teaching and Quality Committee, a quorum shall be 50% of the current membership.

Faculty Learning, Teaching and Quality Committee members may attend via teleconference or videoconference. Committee members participating by teleconference or videoconference will be considered present and in attendance for the purposes of determining the existence of a quorum.

Committee Services Officer: The Faculty Learning, Teaching and Quality Committee shall be serviced by a member of the Operational Support stream.

4. Membership

4.1. Membership Structure

The membership of the Faculty Learning, Teaching and Quality Committee is:

1. Faculty Associate Dean (TBC) (Chair) (ex officio);
2. Other relevant Faculty Associate Deans (TBC) (ex officio);
3. Associate Heads (Learning, Teaching and Student Success) (ex officio);
4. College Coordinator/s (Learning, Teaching and Student Success) (ex officio);
5. Faculty Academic Program Support Manager (ex officio);
6. Director of the Office for the Advancement of Learning and Teaching, or nominee;
7. Associate Director (Student Support and Retention) (ex officio);
8. One undergraduate student member elected by and from the students enrolled in programs offered by the faculty;
9. One postgraduate student member elected by and from the students enrolled in programs offered by the Faculty.

The Chair may invite other persons from the Faculty or from such other sections/campuses of the University to attend meetings of the Committee as may be necessary, noting that an invited attendee will have no voting rights.

4.2. Terms of Office

Ex officio members remain members for their term of office. Student members shall have one year terms running from 1 April to 31 March the following year, with an annual opportunity to continue their membership to a maximum term of three years without the need for an election. Student members shall be eligible for re-election after this period.

4.3. Absences

Ex-officio members may nominate a person to represent them in their absence. The member should ensure the nominee is fully briefed and prepared to contribute to the meeting.

5. Review of Terms of Reference

These Terms of Reference will be reviewed annually by the Faculty Learning, Teaching and Quality Committee to ensure they remain consistent with the Committee's objectives and responsibilities, and that membership is appropriate. Any proposed amendments to the Terms of Reference will be referred to the Executive Dean for approval.