



School of Sciences Learning, Teaching and Student Success Committee

1. Role

The School of Mathematics, Physics and Computing Learning, Teaching & Student Success Committee is responsible to the Head of School for oversight of learning and teaching performance and student experience in the programs and courses offered by the School.

2. Functions

The Committee's functions and responsibilities are to evaluate and make recommendations to the Head of School and to the Faculty Learning, Teaching and Student Success Committee 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 learning and teaching practices, taking into account course evaluation data, grade distributions, student performance data, student satisfaction surveys and other comparative data;
3. Strategies to enhance student success in School programs, including monitoring the success of different cohorts of students within programs, and responding as appropriate;
4. Strategies to improve the School's performance in all aspects of learning and teaching, including;
 - quality of teaching
 - assessment
 - academic integrity
 - employability of graduates
 - Student success and retention, particularly in relation to the first year experience;
5. Strategies to support high quality teaching, including through induction and other staff development programs, encouraging excellence in teaching, and, through the support of the scholarship of learning and teaching;
6. Academic quality matters relating to Third Party arrangements, including induction of teaching staff, quality of teaching, student success and academic integrity;
7. Education practices that support participation by Aboriginal & Torres Strait Islander people, and are sensitive to Aboriginal & Torres Strait Islander knowledge and cultures;
8. Implementation and effectiveness within the School of relevant University policies, procedures and delegations;

9. Any other related matters referred to the Committee by the Head of School or Faculty Learning, Teaching and Student Support Committee.

10. The LT&SS will have responsibilities relating to program reaccreditations.

3. **Meetings, Reporting and Minutes**

Frequency of and Conduct of Meetings: The School of Science LT&SS Committee meets six times per year. Special meetings may be called by the Chair as the need arises.

Reporting: The School of Science LT&SS Committee reports to the Head of School, School Executive and Faculty LT&SS Committee.

Minutes: Collected by a committee member.

Quorum: At any meeting of the Committee, a quorum shall be 50% of the current membership.

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.

4. **Membership**

4.1. Membership Structure

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

1. School of Science Associate Head (LT&SS) (Chair) (ex officio);
2. Representatives of the three disciplines represented in the School of Mathematics, Physics and Computing, namely Computing, Mathematics and Statistics, and Physics (ex officio)
3. A nominated student representative.
4. The Academic Integrity Officer for the School (ex officio)
5. A representative from OALT.

The Chair may invite other persons 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. School/College committee representative members shall have two-year terms running from 1 April to 31 March. 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 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 Head of School for approval.