

Terms of Reference

Learning and Teaching Innovation Subcommittee



University of
Southern
Queensland

TRIM Location: [00 0000 0000]

Approval Date 5 May 2022

Responsible Officer: Chair, Education
Committee

Approval Authority Education Committee

1. Role

The Learning and Teaching Innovation Subcommittee is responsible to Education Committee for evaluating and providing advice on educational innovations to foster high quality learning and teaching.

2. Function

The function of the Learning and Teaching Innovation Subcommittee is to provide advice to Education Committee on:

1. strategies to promote high quality and innovative teaching within the University;
2. trends and developments in transformative educational technologies, teaching, learning and assessment, and recommended changes to reflect best practice;
3. the quality and effectiveness of educational innovations or proposals for innovations; and
4. best practice initiatives and evidence-based research to drive innovation in educational practice.

3. Membership

3.1. Membership Structure

Membership of the Learning and Teaching Innovation Subcommittee consists of:

1. Chairperson, nominated by the Provost and approved by the Education Committee
2. Up to six Deputy Heads of School
3. Two elected Postgraduate Coursework students from different discipline clusters, elected by and from the Postgraduate Coursework students of the University
4. Two elected Undergraduate students from different discipline clusters, elected by and from the Undergraduate students of the University
5. Two elected members of Education Committee, elected by and from the Education Committee;
6. Dean of Students (ex officio)
7. Pro Vice-Chancellor (First Nations Education and Research), or nominee (ex officio)
8. Director (Library Services), or nominee (ex officio)

9. Director (Micro-credential Unit), or nominee (ex officio)
10. Associate Dean (Graduate Research School), or nominee (ex officio)
11. Senior Education Technology Advisor (Academic Transformation Portfolio) (ex officio).

3.2. Quorum

At a meeting of the committee, 50% of its members with at least two elected members constitutes a quorum.

3.3. Terms of Office

1. Ex officio members remain members for their term of office.
2. The term of office for appointed representatives is one year however the term may be varied by the relevant appointing authority. There is no restriction on the number of renewable terms.
3. The term of office for elected student members is one year, with an annual opportunity to continue their membership to a maximum term of three years without the need for an election. Student members will be eligible for re-election after this period.

3.4. Responsibilities of Committee Members

1. Members are not appointed to represent their particular organisational constituencies and are expected to contribute to the Learning and Teaching Innovation Subcommittee in the overall interests and objectives of the University.
2. Members are required to fully prepare for each meeting, read the documents in advance and make every reasonable effort to attend each meeting.
3. Members are to maintain appropriate standards of conduct, in accordance with the Code of Conduct Policy.

3.5. Working Parties, Co-option and Observers

1. The committee may establish ad hoc working parties to explore and make recommendations on specific questions or issues, as deemed appropriate.
2. The committee may co-opt members of the University to its membership for such terms as the committee may decide. Co-opted members will have full voting rights.
3. By endorsement of the committee, observers may be invited to attend meetings, noting that an observer may not contribute to debate unless invited to do so by the Chairperson, and will have no voting rights.

3.6. Absences

Ex officio members who are unable to attend a particular meeting may nominate a person to attend on their behalf who will have full voting rights. Ex officio members should ensure nominees attending on their behalf are fully briefed and prepared to contribute to the meeting.

An elected member who is absent from two or more consecutive meetings without having been granted prior leave of absence by the Chair (Learning and Teaching Innovation Subcommittee) will be deemed to have vacated the position, resulting in a casual vacancy.

4. Meetings, Reporting and Minutes

Frequency of Meetings:	The Learning and Teaching Innovation Subcommittee meets at least six times per year. Additional meetings may be called by the Chair, Learning and Teaching Innovation Subcommittee, as the need arises.
Reports To:	The Learning and Teaching Innovation Subcommittee must report to the next meeting of Education Committee held after each meeting of the subcommittee.
Minutes:	A post-meeting action sheet will be kept for all meetings.

5. Review of Terms of Reference

The Terms of Reference will be reviewed annually by the Learning and Teaching Innovation Subcommittee to ensure they remain consistent with the committee's objectives and responsibilities. Any proposed amendments to the Terms of Reference will be referred to Education Committee for approval.

Modification History

Date	Source	Details
5 May 2022	Education Committee	Approval of new Terms of Reference