

# LEARNING AND TEACHING COMMITTEE TERMS OF REFERENCE



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## 1 ESTABLISHMENT

The Learning and Teaching Committee is a sub-committee of Academic Board, and will provide reports, recommendations and advice to Academic Board, and advice to the Pro Vice-Chancellor (Learning and Teaching), Pro Vice-Chancellor (VET Operations and Growth), and Provost.

## 2 FUNCTIONS AND RESPONSIBILITIES

The Committee's functions and responsibilities are to:

- 2.1 Advise and report to Academic Board on learning and teaching<sup>1</sup> matters including strategic directions, plans, policies, processes, systems, structures, scholarship, quality, and any other matters the Committee deems significant within its terms of reference.
- 2.2 Monitor legislation, government policy, and trends relevant to the higher education and vocational education and training (VET) sectors to inform University strategy, priorities and policy, and contribute to sector developments through consultation with relevant stakeholders.
- 2.3 Advise the Pro Vice-Chancellors (Learning and Teaching) and (VET Operations and Growth), and Provost on learning and teaching priorities for the University, informed by and which informs the University's strategic and corporate plans, including recommendations in areas such as:
  - learning and teaching themes and issues within qualifications and non-award programs
  - learning and teaching excellence, concentration and selectivity

<sup>1</sup> Learning and teaching refers to all University learning, teaching, education and training activities.

- alignment with areas of strategic academic focus
  - engagement relationships with external stakeholders.
- 2.4 Review learning and teaching goals and monitor their implementation against the University's strategic and annual University plans.
  - 2.5 Develop and review learning and teaching related policy documents, monitor implementation and evaluate outcomes.
  - 2.6 Discuss and note the findings of [Australian Skills Quality Authority](#) (ASQA) and [Tertiary Education Quality and Standards Quality](#) (TEQSA) re-registration audits and other audit outcomes resulting from internal and external audits to address compliance with regulatory requirements governing qualifications offered by CQUniversity. Outcomes shall be reported to Academic Board.
  - 2.7 Discuss and note reports provided by Deputy Deans (VET) regarding results and completion rates of students enrolled in VET qualifications and training products and their constituent units, and provide to Academic Board.
  - 2.8 Monitor learning and teaching related technologies and their application, value and impact across the University, and make recommendations to Academic Board and relevant decision-makers and/or committees to investigate and invest in new technologies that support high quality education.
  - 2.9 Monitor institutional statistics and data analysis, statistical projections, modelling and relevant analysis related to learning and teaching matters and provide advice to Academic Board, the Pro Vice-Chancellors (Learning and Teaching) and (VET Operations and Growth), and Provost.
  - 2.10 Monitor and review benchmarking relevant to learning, teaching and assessment activities within the University and sector (nationally and internationally), suggest further benchmarking opportunities, and undertake academic monitoring and benchmarking delegated by Academic Board.
  - 2.11 Note and where relevant, review, reports relating to the University's learning and teaching.
  - 2.12 Deal with any other learning and teaching related matters referred to it by Academic Board, the Vice-Chancellor and President, Provost, Deputy Vice-Chancellors, or Pro Vice-Chancellors.

### **3 DELEGATED AUTHORITIES**

Academic Board has delegated to the Committee the authority to approve all procedures, and amendments to policies (where the original policy intent is not changed) which are considered within its Terms of Reference. New and expiring policies and changes to policy intent will be recommended to Academic Board for approval.

### **4 REFERRAL OF MATTERS**

The Committee may refer any item to Academic Board for discussion, consideration and/or action, and may refer relevant matters for action or noting to other committees or officers as appropriate.

### **5 SUB-COMMITTEES**

The Committee may establish standing or ad hoc sub-committees and approve their Terms of Reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees. The terms of reference of any sub-committee which has a role in the University's academic governance processes must be approved by Academic Board. The Committee may co-opt staff to serve on its sub-committees and/or working parties.

The Committee shall receive reports from its sub-committees and be responsible for monitoring and evaluating each sub-committee's activities against their functions and responsibilities.

## **6 MEMBERSHIP AND TERMS OF OFFICE**

Committee membership shall be:

Ex-officio members:

- Pro Vice-Chancellor (Learning and Teaching)
- Pro Vice-Chancellor (VET Operations and Growth)
- Deputy Deans (Learning and Teaching)
- Deputy Deans (VET)
- Director, Student Experience
- Associate Dean, School of Access Education
- Associate Dean, Learning and Teaching
- Manager, Vocational Quality.

Nominated members:

- One Learning and Teaching Services Office representative nominated by the Pro Vice-Chancellor (Learning and Teaching)
- One Library Services representative nominated by the Deputy Director, Library Services.

Elected members:

- Two academic staff, elected by academic staff. Representatives shall be on fractional or full-time appointments of 0.5 or above, with a learning and teaching role and contract duration for at least the term of office. Academic Board members are ineligible.
- Two TAFE educational employees, elected by University TAFE educational employees. Representatives shall be on fractional or full-time appointments of 0.5 or above and on a contract duration for at least the term of office. Academic Board members are ineligible.
- One enrolled higher education coursework student, elected by enrolled higher education coursework students, and one enrolled vocational education student, elected by vocational education students. Students who are also full-time University employees are ineligible.

Co-opted members:

- Such additional members the Committee co-opts to provide input into particular matters.

All members are expected to represent their full constituency and maintain effective communications between their school/division/unit and the Committee, as appropriate.

Ex-officio members may nominate a person to attend meetings on their behalf, or nominate a standing nominee.

Elected and nominated staff members shall serve for a term of two years.

The student member shall serve for a term of one year, and may serve no more than two terms of office on the committee. To retain membership, the student member must be enrolled with the University for their full term of office.

To ensure continuity of committee operations, one half of the elected and nominated members shall initially serve for a term of one year, with all elected and nominated members subsequently serving for a term of two years.

The Committee's membership must include appropriate gender representation.

## **7 RIGHTS OF AUDIENCE AND DEBATE**

The Committee may extend rights of audience and debate on a standing or ad hoc basis.

Those holding the following or equivalent positions (or their nominee) shall have standing rights of audience and debate at committee meetings:

- Vice-Chancellor's Advisory Committee members
- Deans of School
- Pro Vice-Chancellor (Indigenous Engagement) or nominee
- Senior Coordinator, Learning and Teaching Services
- Senior Project Officer (Policy)
- Student Ombudsman.

Staff and external stakeholders may request the opportunity to address the Committee at any time. The Chair will consider and determine these requests.

## **8 CHAIR AND DEPUTY CHAIR**

The Pro Vice-Chancellor (Learning and Teaching) shall be the Chair.

The Committee shall nominate one of their members to be the Deputy Chair.

The Chair shall nominate an alternate Deputy Chair if the Chair and Deputy Chair are unable to attend a scheduled meeting.

## **9 SECRETARY**

The Director, Governance shall nominate the Secretary.

## **10 EXECUTIVE COMMITTEE**

The Committee shall have an Executive Committee, empowered to act between meetings where urgent business arises, and to form ad hoc sub-committees if required. Executive Committee decisions will be reported to this Committee at its next scheduled meeting.

The Executive Committee shall comprise:

- Pro Vice-Chancellor (Learning and Teaching)
- Pro Vice-Chancellor (VET Operations and Growth)
- One Deputy Dean (Learning and Teaching), nominated by the Committee
- One Deputy Dean (VET), nominated by the Committee, and
- One Committee member nominated by the Committee.

## **11 CASUAL VACANCIES**

A casual vacancy shall be filled in accordance with the [Election of Members to University Committees Procedure](#) or the original nomination requirements.

## **12 REMOVAL OF A MEMBER FROM OFFICE**

The Committee may terminate a person's committee membership for misconduct by a vote of two-thirds of those present at a meeting called in accordance with these terms of reference, and for which due notice of the motion to terminate the person's membership has been given.

Where a member or their nominee does not attend three consecutive meetings without adequate cause, that person's membership may be terminated. A person whose membership has been terminated may apply to the Executive Committee to have their membership reinstated.

## 13 QUORUM

The quorum for a committee meeting is defined as 50% of the membership, plus one. The quorum must at all times include at least one representative of each of the University's higher education and vocational education and training operations.

Where a loss of quorum is identified, the meeting may be adjourned until a time the Chair determines. Any matters for decision considered when the meeting is inquorate must be subsequently ratified by the Executive Committee or at the next Committee meeting before those decisions can be actioned.

## 14 CONFLICT OF INTEREST

Committee members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Committee's agenda.

If the Chair or Committee deems the member to have a conflict of interest in a matter before the Committee, the member will be excused from committee discussions and deliberations on that matter.

Further details on identifying and dealing with a conflict of interest are provided in the [Conflict of Interest Policy and Procedure](#).

## 15 MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. The Committee shall determine its meeting schedule annually in advance and meet as scheduled.

Committee decisions may be made at a duly called and constituted meeting or by a resolution in writing to all members and physically or electronically signed by at least a quorum of members.

Committee members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

## 16 OBSERVERS

Observers are welcome with the Chair's prior permission and provided they advise the Secretary in advance.

Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by the Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in closed session.

## 17 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed three working days before the meeting, via the Committee page on StaffNet. Members will be notified by email of the location and availability of material. Members are encouraged to bring laptops, iPads or similar to the meetings and view the agenda online during the meeting.

Only with the Chair's permission will late papers or the tabling of papers be accepted. All papers must be submitted to the Secretary by the specified submission deadline.

Committee records are subject to the Queensland [Public Records Act 2002](#) and must be retained by the Secretary in accordance with the University's [Records Management Policy and Procedure](#).

Minutes must be prepared from each meeting. The Chair will review the draft minutes and action sheet of each meeting, after which the Secretary will circulate the documents to all committee members and include them in the agenda papers for the next meeting.

## 18 EVALUATION AND REVIEW

To ensure the Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against these Terms of Reference and provide that information to Academic Board, along with any information Academic Board requests to facilitate its review of the Committee's performance and its membership.

The Administrator shall review these terms of reference every two years, in conjunction with the Committee, and provide a report, including any recommendations, to Academic Board.

## 19 FEEDBACK

University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 20 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	Director, Governance
Next Review Date	14/12/2019

Approval and Amendment History	Details
Original Approval Authority and Date	Executive Committee of Academic Board 20/12/2012
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