

TERMS OF REFERENCE

LEARNING AND TEACHING COMMITTEE

The Learning and Teaching Committee is established by the Academic Board to provide it with advice on a wide range of academic matters. In addition, the Committee will act as a co-ordinating influence for the:

- i. development and implementation of courses;
- ii. maintenance and moderation of academic standards; and
- iii. enhancement of the quality of courses and the quality of teaching.

1. Role

The Learning and Teaching Committee shall advise the Academic Board on, and may make recommendations with respect to:

- i. the implementation and amendment of approved courses and course units;
- ii. academic priorities and quality assurance issues;
- iii. assessment processes, moderation and monitoring of academic standards;
- iv. matters related to the delivery of courses and units of study in both face-to-face and online modes of delivery;
- v. academic planning
- vi. matters referred to it by the Academic Board or the CEO and Dean.

The Learning and Teaching Committee may consider and make determinations with respect to:

- i. assessment schedules for academic courses;
- ii. unit and lecture evaluation processes.

The Learning and Teaching Committee may establish a sub-committee to consider and develop a response to a specific reference from the Academic Board or the CEO & Dean. Where matters are referred by the CEO & Dean, the CEO & Dean should receive the formal report and the Academic Board should be informed of the substance of the Report.

2. Membership

The Learning and Teaching Committee shall be comprised of the following members:

- i. Chair (Associate Dean – Programs & Quality)
- ii. CEO and Dean
- iii. Heads of Department
- iv. Library Services Manager
- v. Director of Student Services and Campus Wellbeing
- vi. Registrar
- vii. Elected Members - Three elected members of academic staff
- viii. Co-opted Members - The Committee may co-opt additional members as required.

Current membership of the Learning and Teaching Committee includes:

Category of Membership	Name
Chair(Associate Dean – Programs & Quality)	Ms Kim Goode
CEO & Dean	Ms Debbie Le Roux
Heads of Department	Ms Mikah van Gogh Dr Trevor Clark Ms Diane Grant
Registrar	Ms Christine Haque
3 Elected members of Academic Staff	Ms Natalie O'Toole Mr Steven Savitsky Ms Zoe Pedashenko
Director of Student Services and Campus Wellbeing	Ms Maureen Rocha
Library Representative	Ms Kim Houhlias
Co-opted members: Learning and Teaching Technologist Student Engagement, Partnerships & Alumni Manager	Ms Areena Tamrakar Mr Michael McKnight

3. Terms of Office for Elected and Co-opted Members

Elected members may serve for a period of two years. Co-opted members will serve for a period as determined by the Committee Chair.

4. Secretary

The secretary of the Learning and Teaching Committee shall be the Assistant Registrar or such other member of the administrative staff nominated by the CEO and Dean.

5. Frequency of Meetings

The Committee will meet as determined by the Chair. However, as a minimum, the Committee should meet at least four times per year.

6. Quorum

The quorum for a meeting to be properly constituted is half the current membership of the Committee.

7. Meeting Procedures

Standard meeting procedures shall apply.

8. Minutes

Minutes of each meeting must be kept and must be:

- i. signed by the Chair as a true and accurate record, and
- ii. distributed to each member of the Committee within two weeks of the conclusion of the meeting.

9. Reports by the Committee

9.1 To the Academic Board.

The Chair of the Committee shall provide a written report on the activities of the Committee to each meeting of the Academic Board. This report may contain recommendations to the Academic Board.

9.2 To the Examiners Committee of the Academic Board.

The Chair of the Committee in combination with the Registrar shall provide recommendations pertaining to the determination of grades following each assessment period. The Chair shall provide a commentary on anomalous grade patterns and table written explanations where appropriate.

DOCUMENT ADMINISTRATION

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