

Appendix 2: FACULTY COMMITTEE TERMS OF REFERENCE

Draft Terms of Reference

FACULTY LEARNING, TEACHING AND STUDENT SUCCESS COMMITTEE

1. Role

The Faculty Learning, Teaching & Student Success 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 evaluate 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/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. strategies to enhance student success in Faculty programs, including monitoring the success of different cohorts of students within programs, and responding as appropriate;
4. strategies to improve the Faculty'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 excellent teaching, and through the support of 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 Faculty, Schools/Colleges of relevant University policies, procedures and delegations;
9. any other related matters referred to the Committee by the Executive Dean or the Education Quality Committee of Academic Board

3. Meetings, Reporting and Minutes

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

Reporting: The Faculty LT&SS Committee reports to the Executive Dean and, through this position, to the Education Quality Committee of Academic Board.

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

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.

Committee Services Officer: The Committee shall be serviced by a member of the Faculty's Academic Program Support team.

4. Membership

4.1. Membership Structure

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

1. Faculty Associate Dean (LT&SS) (Chair) (ex officio);
2. Other relevant Faculty Associate Deans (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, or nominee;
6. One representative from the Office for the Advancement of Learning and Teaching;
7. One representative from the Library;
8. Director (Student and Academic Support), or nominee;
9. Two undergraduate student members elected by and from the students enrolled in programs offered by the Faculty;
10. One postgraduate student member elected by and from the students enrolled in programs offered by the Faculty.

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 Executive Dean for approval.