

TEACHING AND LEARNING COMMITTEE

TERMS OF REFERENCE



Standing Committee of Academic Senate

1. Establishment

- 1.1. The Committee, originally named the Curriculum, Teaching and Learning Portfolio Committee, was established on 1 January 2002 by the Vice-Chancellor.
- 1.2. At the November 2005 meeting of Academic Senate, the Committee was renamed the Curriculum, Teaching and Learning Committee and made a standing committee of Academic Senate.
- 1.3. At the May 2007 meeting of Academic Senate, the Committee was renamed the Teaching and Learning Committee.
- 1.4. Following the outcomes of 2009 External Review of Academic Senate, the functions and membership of this Committee were shaped using the following principles in accordance with the Review Report:
 - 1.4.1. The membership of each committee should, in general, be based on expertise rather than a representative model;
 - 1.4.2. The membership of each committee should be kept to a minimum, with the proviso that the membership should be large enough to ensure a creative diversity of views; and
 - 1.4.3. The terms of reference of a committee must be crafted so that the work of the committee falls within the boundaries of the responsibilities of the Academic Senate.
- 1.5. Following the Review of Academic Senate in 2009, the Terms of Reference were amended and approved at Academic Senate 16 June 2010 with effect from 1 July 2010.

2. Purpose and Functions

2.1. Purpose

The purpose of the Teaching and Learning Committee is to:

- 2.1.1. be the principal academic committee for teaching and learning and to ensure consistency with the strategic directions of the University;
- 2.1.2. provide strategic advice to Academic Senate on academic policy and quality related matters of the University to ensure continuing high academic standards; and

- 2.1.3. exercise the responsibilities located in the relevant legislation and University policies in relation to teaching and learning related matters.

2.2. Functions

The functions of the Teaching and Learning Committee are to:

- 2.2.1 advise the Academic Senate on the development and endorsement of University teaching and learning policies, procedures and practices for enabling, undergraduate and postgraduate coursework programs and courses, which may include but is not limited to:
- quality assurance;
 - admission and selection policies, processes and practices for coursework programs;
 - pathways, credit and articulation; and
 - student performance.
- 2.2.2 develop, monitor and maintain a policy framework designed to promote academic integrity;
- 2.2.3 develop and maintain appropriate mechanisms and strategies for improving access, participation, retention and success for all coursework students;
- 2.2.4 develop methods for ensuring the continual improvement and review of the quality of academic programs and constituent courses;
- 2.2.5 ensure continuous monitoring and review of the implementation and effectiveness of teaching and learning policies, procedures and practices, which may include audits and other evaluation activities conducted on a regular basis;
- 2.2.6 develop and revise the policy framework as required to ensure the continuation of high academic standards and the relevance of academic policies to students;
- 2.2.7 actively support the development and progression of the strategic directions of the University, with a specific focus on academic policies and quality;
- 2.2.8 advise Academic Senate on strategic policy, planning and quality assurance in relation to teaching and learning; and
- 2.2.9 advise on any other academic policy and quality matters as requested by the Chair of the Committee or the President of Academic Senate.

2.3. Meetings

- 2.3.1. The Teaching and Learning Committee will meet a minimum of five (5) times each calendar year;
- 2.3.2. Standing Orders of the Academic Senate will apply.

3. Reporting

- 3.1. The Teaching and Learning Committee is required to report to Academic Senate in accordance with *Section 2.2 Functions* as listed in this Terms of Reference and any annual cycle of business requirements.

4. Membership

The Teaching and Learning Committee shall consist of the following members:

- 4.1 In accordance with the Constitution of the Academic Senate, the Vice-Chancellor and the President of the Academic Senate are, by virtue of office, members of all Academic Senate committees.

4.2. Ex Officio

- 4.2.1. Deputy Vice-Chancellor responsible for teaching and learning (Chair);
- 4.2.2. Deputy President Academic Senate responsible for teaching and learning (Deputy Chair);
- 4.2.3. Assistant Deans Teaching and Learning of each Faculty, as Chairs of Faculty Teaching and Learning Committees;
- 4.2.4. Academic Registrar (or nominee);
- 4.2.5. Director, Centre for Teaching and Learning (or nominee); and
- 4.2.6. Director, English Language and Foundation Studies Centre (or nominee);

4.3. Other members:

- 4.3.1. Two elected academic members of Academic Senate appointed by Academic Senate on the advice of the President of Academic Senate and the Chair;
- 4.3.2. One academic staff member from the Wollotuka Institute appointed by Academic Senate on the advice of the President of Academic Senate and the Chair;
- 4.3.3. One postgraduate coursework student appointed by Academic Senate on the advice of the President of Academic Senate and the Chair;
- 4.3.4. One undergraduate coursework student appointed by Academic Senate on the advice of the President of Academic Senate and the Chair; and

4.3.5. up to five staff members nominated by the Chair and Deputy Chair and endorsed by the Teaching and Learning Committee to ensure an appropriate diversity of skills, experience and representation in the membership.

4.4. Rights of Audience and Debate

In accordance with the Academic Senate Standing Orders, the Chair may grant rights of audience and debate for a specific meeting or item(s) in a meeting to such a person, persons or categories of person as deemed appropriate.

4.5 Terms of Office for Members:

4.5.1 The terms of office for members in category 4.3.1 will usually be two years or until their Academic Senate membership expires (whichever is shorter). Where possible the terms of office for these members will be staggered by lot so that members in this category do not expire at the same time.

4.5.2 The terms of office for members in categories 4.3.2 and 4.3.5 will usually be two years

4.5.3 The terms of office for members in categories 4.3.3 and 4.3.4 will be for one year from 1 January.

4.6. Quorum

In accordance with the Academic Standing Orders, the quorum for meetings of the Teaching and Learning Committee shall be at least one half of its total membership. The Vice-Chancellor and President of Academic Senate are not counted as part of the quorum.

5. **Subsidiary Bodies**

5.1. The Committee may establish sub-committees and/or working parties in respect of specific issues to assist it to meet its obligations.

5.1.1. The Committee must establish and approve Terms of Reference for any other sub-committees or working groups as required to facilitate the work of Teaching and Learning Committee ensuring that the Terms of Reference are consistent with the policies of Academic Senate.

5.2. Such subsidiary bodies will report to the Teaching and Learning Committee. The report will provide advice, make recommendations and notify the Committee of action taken under appropriate delegated authority.

6. **Authorities (Delegations)**

6.1 As per the authority vested in this Committee and its Chair by Council, Academic Senate and relevant University policies.

6.2 On behalf of the Teaching and Learning Committee, the Chair is authorised to approve urgent business which must be conducted between scheduled meetings of the Committee.

6.3 The Chair will notify the Committee of any action taken under delegated authority between meetings, at the next meeting of the Committee.

7. Contact

Teaching and Learning Committee Secretary, Governance and Policy Unit

8. Essential Supporting Documents

Constitution of the Academic Senate (000402)

Standing Orders of the Academic Senate

9. Related Documents

University of Newcastle Act 1989 (NSW)

University of Newcastle By-Law 2005 (NSW)

Document Sponsor: President of the Academic Senate

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Document Contact Position: Chair, Teaching and Learning Committee

For Official Use:

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Amendment History:

Added Clause 4.5 to clarify terms of office for members and amended Clause 2.3.1 – requirement to meet a minimum of five times per year instead of six. Approved by Academic Senate 28 September 2011 (AS11:169)

Minor amendment to section 4.4 *Attendance to Rights of Audience and Debate*. 6 September 2010.