

Faculty of Science & Information Technology

FACULTY TEACHING AND LEARNING COMMITTEE

TERMS OF REFERENCE

1.0 Establishment

The Committee was established in January 2002, by the Pro Vice-Chancellor, Faculty of Science and Information Technology

2.0 Reporting

The Committee is advisory to the Pro Vice-Chancellor and the Faculty Board through the Assistant Dean, Teaching and Learning.

3.0 Composition of the Committee

3.1 The Chair of the Committee is the Assistant Dean, Teaching and Learning
The other members of the Committee are:

3.2 the Program Convenor or nominee for the following programs;

- (i) Bachelor of Biotechnology
- (ii) Bachelor of Communication
- (iii) Bachelor of Development Studies
- (iv) Bachelor of Environmental Science & Management
- (v) Bachelor of Exercise & Sport Science
- (vi) Bachelor of Food Science & Human Nutrition
- (vii) Bachelor of Information Technology
- (viii) Bachelor of Mathematics
- (ix) Bachelor of Natural History Illustration
- (x) Bachelor of Psychology
- (xi) Bachelor of Science
- (xii) Bachelor of Visual Communication Design

3.3 One Early Career Academic (ECA) representative;

3.4 the Assistant Academic Registrar or nominee, *ex officio*

3.5 the Faculty Quality Assurance, Teaching and Learning Officer, or nominee

4.0 Additional Members

The Chair may invite additional members to particular meetings as required. Members invited under this provision shall have rights of audience and debate.

5.0 Term of Office of Appointed Members

The term of office of the academic staff-members shall be for two years.

6.0 Terms of Reference

The Committee shall have primary responsibility to advise on:

- 6.1 strategic policy and planning in relation to curriculum matters, teaching and learning;
- 6.2 all issues associated with the conduct of undergraduate and postgraduate courses and programs;
- 6.3 continuous improvement in teaching and learning processes and practices;
- 6.4 new and revised programs and courses, and program reviews;
- 6.5 any other curriculum, teaching and learning matters as requested by the Chair or Pro Vice-Chancellor.

7.0 Quorum

The quorum for the Committee shall be nine (9) – six (6) of which must be Program Convenors or nominees.

8.0 Minutes and Agendas

Minutes to be maintained and recorded by Committee Secretary for distribution to all members no later than 5 working days after Committee sitting and Agenda must be available no less than 5 working days prior to Committee sitting.