

# College Learning and Teaching Committee Terms of Reference

## Section 1 - Establishment

(1) The College Learning and Teaching Committee is established under the Academic Programs Committee Terms of Reference (APC) and the Learning, Teaching and Assessment Committee Terms of Reference (LTAC).

(2) The College Learning and Teaching Committee will provide reports, recommendations, and advice to APC, LTAC, College Dean, Pro Vice-Chancellor Education Strategy and Deputy Vice-Chancellor Students and VET.

## Section 2 - Functions and Responsibilities

(3) The Committee's functions and responsibilities are to:

- a. Advise and report to APC and the LTAC on curriculum, accreditation/registration, learning, teaching and assessment matters, including strategic directions, plans, policies, processes, systems, structures, scholarship, quality, risks and any other matters the Committee deems significant within its terms of reference;
- b. Provide input to APC for the registration and discontinuation of VET courses;
- c. Provide input to APC on course development, accreditation, amendment, review, re-accreditation and discontinuation of higher education coursework offerings (courses and units);
- d. 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;
- e. Advise the College Dean, Pro Vice-Chancellor Education Strategy and Deputy Vice-Chancellor Students and VET on curriculum, learning and teaching priorities for the University, informed by the University's strategic and corporate plans, including the role to provide recommendations in areas such as:
  - i. learning and teaching strategies and issues within qualifications and non-award programs
  - ii. learning and teaching excellence and student engagement
  - iii. alignment with CDU areas of strategic plan.
- f. Review, monitor and report on College teaching practices, assessment and academic activities that guide and facilitate student learning against the University's strategic plans including Annual Course Monitoring, Post-Assessment Validation, Academic Calibration and Benchmarking and associated action/rectification plans;
- g. Discuss and analyse outcomes of student survey results, teaching reports, course and unit audits, results and completion rates, and accreditation and reaccreditation processes in line with the latest guidance from the Australian Skills Quality Authority (ASQA) and Tertiary Education Quality and Standards Agency (TEQSA) to address compliance with regulatory requirements governing qualifications offered by CDU, to report findings and outcomes to Academic Programs Committee (APC) and the Learning, Teaching and Assessment Committee (LTAC);
- h. Initiate, stimulate and support professional development, as well as innovation and leadership in learning, assessment and teaching within the College, across CDU and sustain engagement with external partners and stakeholders;

- i. Identify, discuss and report matters that require attention by the College Dean, Pro Vice-Chancellor Education Strategy or Deputy Vice-Chancellor Students and VET.

## **Section 3 - Membership**

(4) The membership of the College Learning and Teaching Committee shall comprise the following:

- a. Associate Dean, Learning Futures (or equivalent)
- b. Associate Dean, VET (or equivalent)
- c. Higher Education Course Coordinators or delegate
- d. VET Team Leaders or delegate
- e. College, Quality Manager
- f. Education Strategy representative
- g. Student Engagement & Success representative
- h. Library representative
- i. Student representative(s)

(5) Additional members may be co-opted by the Committee to provide input into specific matters.

(6) The Chair may invite additional non-voting attendees but may not co-opt additional members.

## **Section 4 - Chair**

(7) The Associate Dean, Learning Futures will chair the committee.

(8) The Associate Dean, VET (or equivalent) will be the Deputy Chair and will serve as Chair when the Associate Dean, Learning Futures is unavailable.

## **Section 5 - Secretary**

(9) Administrative support will be provided by the College Administration Team.

## **Section 6 - Terms of Office**

(10) The membership of the Committee will be reviewed on a yearly basis, prior to the first meeting of the year.

## **Section 7 - Quorum**

(11) The quorum will be 50% of the voting academic membership plus one.

## **Section 8 - Meetings**

(12) The Committee will meet regularly at least three times per year, with provision for in-person and technology mediated meetings. The Chair may call additional meetings if necessary.

## Section 9 - Agenda

(13) The agenda and associated documentation will be distributed three working days before the meeting, via email or other electronic platform. Members will be notified by email of the location and availability of the agenda and documentation.

## Section 10 - Minutes

(14) Minutes will be taken and distributed within two weeks of the meeting.

## Section 11 - Reporting

(15) The report from each meeting of the College Learning and Teaching Committee will be provided to the next meeting of Learning, Teaching and Assessment Committee and Academic Programs Committee.

## Section 12 - Evaluation and Review

(16) The College Learning and Teaching Committee will undertake an annual self-assessment of its performance against these Terms of Reference and provide a report to Academic Board, along with any information Academic Board requests to facilitate the review of Colleges Committees' performance.

## Section 13 - Non-compliance

(17) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct – Staff](#) or the [Code of Conduct – Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the [Charles Darwin University and Union Enterprise Agreement 2022](#) and the [Code of Conduct – Students](#).

(18) Complaints may be raised in accordance with the [Code of Conduct – Staff](#) and [Code of Conduct - Students](#).

(19) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedure](#).

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	24th March 2022
<b>Review Date</b>	24th March 2024
<b>Approval Authority</b>	
<b>Approval Date</b>	8th July 2022
<b>Expiry Date</b>	Not Applicable
<b>Committee Chair</b>	Michael Sankey Director Learning Futures and Lead Education Architect
<b>Author</b>	Matthew Giakoumatos Policy and Governance Officer 08 8946 7383
<b>Enquiries Contact</b>	Governance