Faculty Learning and Teaching Committee Terms of Reference

Section 1 - Establishment

(1) The Faculty Learning and Teaching Committee is established under the Academic Programs Committee Terms of Reference (APC) and the Learning and Teaching Committee Terms of Reference (LTC).

(2) The Faculty Learning and Teaching Committee will provide reports, recommendations, and advice to APC, LTC, Faculty Pro Vice-Chancellor, and Provost.

Section 2 - Functions and Responsibilities

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

a. Advise and report to APC and LTC 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 on course development, accreditation, amendment, review, re- accreditation and discontinuation of higher education coursework offerings (courses and units);
c. 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;
d. Advise the Faculty Pro Vice-Chancellor and Provost 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 the strategic plan.
e. Review, monitor and report on Faculty 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;
f. 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 Tertiary Education Quality and Standards Agency (TEQSA) to address compliance with regulatory requirements governing qualifications offered by CDU, to report findings and outcomes to APC and LTC;
g. Initiate, stimulate and support professional development, as well as innovation and leadership in learning, assessment and teaching within the Faculty, across CDU and sustain engagement with external partners and stakeholders;
h. Engage with external partners, consumer representatives, and Course Advisory Groups within the Faculty to ensure quality and relevance of courses; and
i. Identify, discuss and report matters that require attention by the Faculty Pro Vice-Chancellor or Provost.

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Section 3 - Membership

(4) Membership of the Faculty Learning and Teaching Committee will comprise:

a. Associate Dean Learning and Teaching;
b. Associate Dean Innovation;
c. Associate Dean Work Integrated Learning;
d. Higher Education Course Coordinators (or delegates);
e. Faculty Accreditation Manager;
f. Faculty Quality Manager;
g. One (1) Education Strategy representative;
h. One (1) Student Engagement representative;
i. One (1) Student and Academic Services representative;
j. One (1) Library Services representative; and
k. 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 and Teaching will be Chair of the Faculty Learning and Teaching Committee.

(8) If the Chair is not available, the Chair will provide a Nominee or Proxy to Chair the meeting.

Section 5 - Secretary

(9) Administrative support will be provided by the relevant Faculty Quality 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) At a meeting of the Faculty Learning and Teaching Committee quorum is constituted as 50% plus one of the voting member of the Faculty Learning and Teaching Committee.

Section 8 - Meetings

(12) The Faculty Learning and Teaching Committee will meet at least four (4) times per year, with provision for in-person and technology-mediated meetings. The Chair may call additional meetings if necessary.

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Section 9 - Agenda

(13) The agenda will be distributed with supporting documentation normally at least three (3) days prior to the meeting date.

Section 10 - Minutes

(14) Meeting minutes and action items will be made available within two weeks of the meeting.

(15) The minutes and actions from the meeting will be provided to the next LTC and APC.

Section 11 - Conflicts of Interest

(16) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the Conflicts of Interest Policy and Conflicts of Interest Procedure.

Section 12 - 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 2025 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

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Glossary Terms and Definitions

"**Faculty**" - An organisational and academic unit in the University that delivers courses and conducts research.