Learning Teaching and Assessment Committee Terms of Reference

Section 1 - Establishment

(1) The Learning, Teaching and Assessment Committee (LTAC) is established as a sub-committee of the Academic Board established under the Academic Board Terms of Reference.

Section 2 - Functions and Responsibilities

(2) The Learning, Teaching and Assessment Committee will:

a. develop, implement and monitor plans to support the University's strategies for learning and teaching in line with the University's Strategic Plan;

b. provide reports, as required, to Academic Board on the implementation of the University's strategies for learning and teaching;

c. provide advice to Academic Board on the achievement of best practice interaction, including pathways, between Vocational Education and Training and Higher Education activities;

d. provide advice to Academic Board and the University community on developments and innovations in learning, teaching and assessment, including the implications of changes in technology for the University's learning and teaching enterprise;

e. provide advice to the Academic Board on assessment strategies and types, and the reduction and detection of academic misconduct in assessment and examinations;

f. monitor review and make recommendations to Academic Board in regard to all governance documents relating to teaching, learning and assessment; and

g. liaise with the Academic Programs Committee (APC) as required on governance documents relating to course development, approval, amendment and review (For the absence of doubt, the LTAC recommends all policy changes related to matters other than course and unit development, approval, amendment and review to the Academic Board, after appropriate consultation with APC).

h. Quality Assurance:

   i. advise and make recommendations to Academic Board on the University's approach to, and processes for, quality assurance of learning, teaching and assessment including the articulation, implementation and monitoring of academic standards in accordance with the requirements of external regulatory and professional bodies;

   ii. establish institutional benchmarks for quality, outcomes and satisfaction in relation to teaching, learning and assessment;

   iii. monitor regular reports of quality and outcomes for students by cohort, including but not limited to: domestic students, international students, vocational, undergraduate and postgraduate coursework students, pathway students and students at risk, and report on these to Academic Board;

   iv. monitor regular reports of students by cohort in relation to participation, progress and completion by identified sub-groups, including First Nations peoples;

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to the Policy Library for the latest version.

Page 1 of 5

v. receive and consider regular reports on academic risks and provide advice on risks relating to teaching, learning, assessment and student cohorts to the Academic Board for integration with the University's overarching Risk Register;

vi. consider and report on feedback from students and staff; and

vii. receive, consider and report on instances of academic misconduct, grievances, complaints and appeals and initiate action to address systemic issues.

i. Monitor

i. review and report to Academic Board on trends indicated by survey instruments and identify strategies to improve outcomes, and overall student and stakeholder satisfaction; and

ii. consider the teaching and learning aspects of external reviews of academic units and courses and report to Academic Board on the adoption of recommendations deriving from such reviews.

j. Communication and Interface

i. provide minutes and reports from the LTAC meetings to Academic Board and the broader University; and

ii. plan, implement and report on professional development activities related to learning and teaching, including blended learning and use of technologies.

k. Operations

i. develop an annual reporting schedule;

ii. establish working parties, receive their reports, and determine and/or recommend actions within the functions of the LTAC in response to such reports;

iii. review its own performance against its Terms of Reference at least annually; and

iv. consider and report on any matter referred by Academic Board or the Vice-Chancellor.

Section 3 - Membership

(3) Membership of the LTAC will comprise:

a. Chair: Director, Learning Futures;
b. Deputy Chair: Director, Education Quality;
c. The Deputy Vice-Chancellor, First Nations Leadership;
d. The Deputy Vice-Chancellor, Students and Vocational Education and Training (VET);
e. The Pro Vice-Chancellor, Education Strategy;
f. Associate Deans (Learning Futures);
g. Associate Deans (VET);
h. Two (2) academics (elected);
i. One (1) student from and by the vocational student body (elected); and
j. One (1) student from and by the coursework student body (elected).

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

Section 4 - Chair

(5) The Director, Learning Futures will be Chair of the LTAC.

Section 5 - Secretary

(6) Administrative support will be provided by the Pro Vice-Chancellor, Learning and Teaching.

Section 6 - Terms of Office

(7) Staff members will hold office for the term of their appointment in their designated role.

(8) Elected staff members will serve for a period of two (2) years from the date of their election and are eligible for re-election.

(9) Elected student members will serve for a period of one (1) year from the date of their election.

(10) An elected member of the Committee vacates their office if the member is absent, without apology, from three (3) consecutive meetings of the Committee.

(11) An elected member may resign from their position on the Committee by notifying the Chair in writing.

Section 7 - Quorum

(12) A quorum constitutes 50% plus one (1) of the voting members of the Committee.

Section 8 - Meetings

(13) The LTAC will meet on at least five (5) occasions in a year with provision for in-person and technology mediated meetings. The Chair may call additional meetings if necessary.

(14) Matters requiring a resolution or recommendation by the Committee are to be determined by simple majority. In the event of a tied vote the Chair will have a casting vote. Any resolutions or recommendation of the LTAC will be noted in the minutes of the Academic Board.

Section 9 - Agenda

(15) There will be a written agenda distributed prior to each meeting.

Section 10 - Minutes

(16) Meeting minutes will be taken and distributed within two weeks of the meeting.

Section 11 - Reporting

(17) The LTAC will provide a timely report from each meeting to the next meeting of Academic Board.

Section 12 - Conflicts of Interest

(18) 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

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to the Policy Library for the latest version.

Page 3 of 5

the discussion, or the room, if required, as per the terms of the Conflicts of Interest Policy.

Section 13 - Non-compliance

(19) Non-compliance with Governance Documents is considered a breach of the Staff Code of Conduct or the Student Code of Conduct, 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.

(20) 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 Governance Framework, Fraud and Corruption Control Policy and Whistleblower reporting (Improper Conduct) Procedures.

Status and Details

Status	Current
Effective Date	17th November 2021
Review Date	17th November 2023
Approval Authority	Academic Board
Approval Date	8th July 2022
Expiry Date	Not Applicable
Unit Head	Fiona Coulson Pro Vice-Chancellor Education Strategy
Author	Matthew Giakoumatos Policy and Governance Officer 08 8946 7383
Enquiries Contact	Governance