

Learning & Teaching Committee Terms of Reference (GC)

Queensland Institute of Business Technology Pty Ltd

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Document

Document Name	Learning & Teaching Committee Terms of Reference (GC)
Brief Description	The document outlines the responsibilities and objectives of the Learning and Teaching Committee and includes membership and meeting frequency.
Responsibility	Academic Director
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Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
7/12/2021	1.0	Initial publish	Academic Director

Related Documents

Name	Location
Quality Assurance Framework	Policy HUB
Academic Board Terms of Reference	Policy HUB
Governance Structure	Policy HUB

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1 Purpose and Scope

To ensure the Learning and Committee is equipped to fulfil its function and responsibilities in line with the College's Learning and Teaching, Risk Management and Strategic Plans.

1.1 Introduction

This document sets out the key areas of responsibility as the Terms of Reference of the Learning and Teaching Committee of Griffith College which is a sub-committee of the Academic Board.

1.2 Purpose

The Learning and Teaching Committee a sub-committee of the Academic Board and responsible for oversight of academic quality across the College. The Committee will provide advice to Academic Board and University Community members on strategic developments and innovations in learning, teaching and assessment, including the implications of changes in technology.

2 Terms of Reference

The Learning and Teaching Committee will:

- a. oversee development and implementation of a framework to ensure quality in courses and subjects, including the monitoring of staff scholarly activity (**HES 6.3**);
- b. monitor objectives and tactics as outlined in the College Learning and Teaching Plans and report progress to the Academic Board (**HES 5.3.7**);
- c. monitor compliance with the Higher Education Standards Framework (2021) ensuring appropriate actions are considered where required (including but not limited to
 - orientation and progression (**HES 1.2**),
 - facilities and infrastructure,
 - diversity and equity (**HES 2.2**),
 - learning resources and educational support (including the academic staffing profile **HES 1.3, 3.2,3**),
 - student well-being and welfare (**HES 2.3**)
 - and identifying and responding to existing or emerging issues/risks and solutions (**HES 5.2**);
- d. review policies and procedures for recommending to Academic Board;
- e. review third party or service level agreements relating to learning and teaching annually as required by the University Partner;
- f. moderate the course and program review and approval process including accreditation and renewal of accreditation submissions to TEQSA (**HES 5.1.3, 5.3.1,2,7**).

3 Membership and Terms of Office

The Committee membership shall be:

- Academic Director, Chair (ex-officio)
- Deputy Academic Director (ex-officio)
- Director, Student and Academic Services (ex-officio)
- Manager, Student and Academic Services (ex-officio)
- Two Academic Teaching Staff on a rotating basis (not sitting on Academic Board)

- Two co-opted Students currently enrolled in a Higher Education program
- Invited members where particular matters require input.

Chair	Academic Director (ex-officio)	while holding the position
Member	Director, Student and Academic Services (ex-officio)	while holding the position
Member	Manager, Student and Academic Services	while holding the position
Member	Student Counsellor	Rotating
Member	Academic Teaching Staff member x 2	Rotating
Member	Student Representatives x 2	Rotating
Secretary	To be nominated prior to meetings	Rotating

Staff of the College and external stakeholders shall have the opportunity to address the Committee at meetings as approved by the Chair.

Secretary:

The Secretary shall be nominated prior to the meeting.

Quorum:

Is defined as 50% of the membership plus one. Where quorum is not met, the Chair can decide to adjourn the meeting or to proceed; ensuring decisions requiring actions are ratified at the subsequent meeting.

Meetings:

The Schedule of meetings shall occur at the start of the year and be planned to align within the College's Governance Calendar. Meetings will occur twice annually, and minutes of the meetings will be provided to the next Academic Board.

4 Review

The Committee shall review annually its responsibilities and effectiveness of carrying out its functions as outlined in the Terms of Reference.