

Learning and Teaching Quality Committee

Charter

This Charter sets out the functions and responsibilities of the Learning and Teaching Quality Committee, the responsibilities of its members and provides details of the Committee's membership and operations.

Purpose

The Learning and Teaching Quality Committee ("the Committee") is a standing committee of the Academic Board responsible for all learning and teaching quality matters¹.

Functions

The functions of the Committee are to—

- provide advice to Academic Board on the quality of teaching and learning delivering high learner satisfaction and graduate outcomes at all locations, domestic and international, in which the University's courses are taught;
- assure sustainable, high academic standards including meeting and exceeding requirements for accredited courses;
- assure the Academic Board that the quality of learning and teaching is consistently innovative and developing with best practice;
- support the strategic directions of the University with respect to matters of learning and teaching;
- review and monitor the implementation of policy and procedures on teaching and learning to assure quality, innovation, learner satisfaction, graduate outcomes; and
- ensure compliance with relevant legislation and regulatory requirements (including course accreditation requirements) both domestic and international.

To carry out its functions and duties, the Committee is authorised to:

- establish ad hoc sub-committees and working groups to address a specific problem or produce specific deliverables; and
- request from the University through the Academic Board reasonable resources to undertake its functions and duties.

Sub-committees and working parties will report to the Committee and, through the Committee, to the Academic Board.

¹ The term 'learning and teaching' refers to all University teaching, learning, education and training activities.

Responsibilities

The Committee is responsible for—

- developing, implementing and monitoring a teaching and learning quality assurance framework which assures high learner satisfaction and graduate outcomes and includes onshore and international partnerships;
- maintaining a systematic overview of the quality of learning and teaching delivering high learner satisfaction and graduate outcomes and providing recommendations to the Academic Board on standards and measures of the quality of learning and teaching across all locations including third-party arrangements;
- identifying and monitoring risks and mitigation strategies associated with the quality of learning and teaching, learner satisfaction, graduate outcomes, and academic standards across all locations including third-party arrangements;
- reviewing regular performance reports on—
 - learner satisfaction and graduate outcomes;
 - analyses of progression and attrition rates and completion times. Analyses will include, at a minimum, performance by cohort, including Aboriginal and Torres Strait Islander and low socio-economic status students, and geographical location, including under third-party arrangements;
 - methods of assessment, grading and moderation of students' achievement of learning outcomes;
 - benchmarked student feedback by cohorts and geographical location; and
 - academic integrity and academic misconduct including allegations of misconduct, misrepresentation, fabrication, cheating, plagiarism, and the misuse of intellectual property across all locations;
- quality assuring learning and teaching related policy documents, monitoring implementation and evaluating outcomes including in relation to—
 - the awarding of grades, assessment, benchmarking, learning resources, educational support, workplace learning, and all other aspects of learning and teaching;
 - continuous improvement of teaching quality including that it is consistently innovative and developing with best practice to ensure high learner satisfaction and graduate outcomes;
- receive reports on student complaints, grievances, reviews of decisions and appeals relating to learning and teaching to ensure a high quality student experience;
- assuring academic integrity and academic misconduct;
- receive reports on the quality of workplace learning, placements in all locations including under third-party arrangements;
- requiring regular reports by the relevant executives on legislation, government policy, and trends relevant to the higher education and VET sectors (onshore and international) to inform its quality assurance functions;
- reviewing, monitoring and quality assuring the outcomes of internal audits of compliance with regulatory requirements and the outcomes of external audits by ASQA, VRQA and TEQSA; and
- considering and reporting on any matter referred to it by the Academic Board or the Vice-Chancellor.

Membership

The membership of the Committee comprises ex-officio, elected academic, research, professional, teaching staff and students and co-opted members.

Ex officio members

- Chair: a nominee of the Pro Vice-Chancellor (Learning and Teaching)
- Chair, Academic Board, or nominee
- Pro Vice-Chancellor, Learning and Teaching, or nominee
- Associate Deans, Learning and Teaching in each institute (three)
- Dean, Graduate Research, or nominee
- Executive Director, Global, or nominee
- Director, Skills and Education Delivery, or nominee
- Dean, Quality and Accreditation, or nominee
- Chief Learner Experience Officer, or nominee
- Director, Information Technology Services, or nominee
- Director, University Library, or nominee

Elected members

- one member of the TAFE Skills and Education Delivery team
- one higher education academic (Level A - E)
- one general/professional staff member
- one higher education by coursework student
- one Higher Degree by Research student
- one TAFE student

Co-opted members

- up to four members co-opted by the Committee.

Appointment of Chair

The Chair is appointed by resolution of the Academic Board on the recommendation of the Pro Vice-Chancellor (Learning and Teaching) for a term of up to two years and may be reappointed for additional terms, not exceeding seven years in total. Appointment as Committee Chair automatically defaults the members' appointment to the Academic Board for the term served as Chair.

The Chair has full voting rights, and in the case of an equal vote, has the casting vote.

Election of Deputy Chair

The Committee will elect a Deputy Chair from its eligible members for a one-year calendar term. The Deputy Chair will assume the role in addition to their current position on the Committee which will not fall vacant due to their election. The Deputy Chair can be re-elected and may serve a maximum of two consecutive terms.

Co-opted members and elected student members are not eligible for election as Deputy Chair. The Deputy Chair is eligible to be re-elected and may serve a maximum of two consecutive terms.

Role and responsibilities of Committee members

Members of the Committee must—

- act in good faith, honestly and for proper purposes;
- exercise reasonable skill, appropriate care and diligence;
- avoid all conflicts of interest; and
- demonstrate the University's Living Values of Inclusion, Innovation, Excellence, Empowerment and Collaboration.

Terms of office

Ex officio members of the Committee hold office while they occupy their position in the University.

Elected staff members shall hold office not exceeding a two-year term. Elected staff members may be re-elected but cannot serve for more than six years, whether those years are consecutive or not.

Elected student members shall hold office not exceeding a one-year term. Elected student members may be re-elected but cannot serve for more than three years, whether those years are consecutive or not.

Co-opted members shall hold office not exceeding a one-year term. Co-opted members may be re-appointed but cannot serve for more than three years, whether those years are consecutive or not.

Casual vacancies in the elected membership may be filled by invitation of the Chair of the Committee in consultation with the Chair of Academic Board, in accordance with the FUA (Operations) Regulations. Any person filling a casual vacancy shall serve only the remaining period of the member they replace.

If unable to attend a meeting, only ex officio members are entitled to appoint a proxy to attend and vote on their behalf. Proxy attendees contribute to the meeting quorum.

Elections will be managed in accordance with the FUA (Operations) Regulations.

Meetings

The Committee will meet as required, at least six (6) times per year.

The quorum for a meeting is fifty per cent (50%) of the membership.

Any member who misses three or more meetings within a calendar year will be counselled by the Chair regarding their membership options.

Circulars may be used to manage business between meetings when necessary. They are typically used for non-contentious and routine recommendations as they limit discussion.

Reporting

The Committee must report to the Academic Board—

- through a summary report from the Chair attached to the Committee minutes;
- if a significant or material matter of concern arises; and

- annually, on the performance of its functions and the achievement of its objectives.

Approval and next review date

Approved: Academic Board 12 November 2024

Next review due: 12 November 2026