SCHOOL LEARNING AND TEACHING COMMITTEE (SLTC)

TERMS OF REFERENCE

1. TITLE OF COMMITTEE

School of Engineering and Information Technology Learning and Teaching Committee

2. ESTABLISHMENT

The School Learning and Teaching Committees are established under Part 3, Section 19 (1) of the Charles Darwin University Act (the Act).

3. FUNCTIONS AND RESPONSIBILITIES

The School Learning and Teaching Committees are the learning and teaching body responsible for oversight of academic quality in taught courses within the School, and provide recommendations to the Faculty Learning and Teaching Committee on learning and teaching policy, strategies, initiatives and innovation, and teaching and learning scholarship and research that promote the interests of the University and Faculty including meeting legislative and professional requirements, the maintenance of academic standards and fostering high quality learning. In relation to the following domains the Committee shall:

Planning

- Provide advice to the Faculty Learning and Teaching Committee on the development of the University’s and Faculty’s Learning and Teaching Plans
- Provide reports to the Faculty Learning and Teaching Committee on the implementation of the University’s and Faculty’s Learning and Teaching Plan across the School
- Provide reports to Faculty Learning and Teaching Committee on the achievement of best practice interaction between Vocational Education and Training and Higher Education activities.
- Provide input to the Faculty Learning and Teaching Committee on developments in learning and teaching, including the implications of changes in technology and current and emerging pedagogy for the School’s learning and teaching activities.

Curriculum development and approval

- Provide input to the Faculty Learning and Teaching Committee on a framework for higher education course accreditation, review and re-accreditation.
- Recommend to the Faculty Learning and Teaching Committee the accreditation, review, revisions and monitoring of higher education courses and units offered by the School and associated Schools pursuant with delegations in the framework for higher education course accreditation, review and revision.
- Approve changes to higher education courses and units offered by the School pursuant with delegations in the framework for higher education course accreditation, review and revision.
- Monitor assessment processes across the School’s units and courses including reporting on awarding PC grades,
- Provide advice to the Faculty Learning and Teaching Committee on the policy, mechanism and processes related to assessment, course completions and graduation.
- Provide input to the Faculty Learning and Teaching Committee on amendments to course rules.
- Provide input on course design that promotes the achievement of best practice interaction between Vocational Education and Training and Higher Education activities.

Policy development and monitoring
- Provide advice and recommendations to the Faculty Learning and Teaching Committee on policies and procedures relating to learning and teaching.
- Monitor and advise the Faculty Learning and Teaching Committee on the functioning within the School of policies and procedures relating to learning and teaching.

Quality assurance
- Advise and make recommendations to the Faculty Learning and Teaching Committee on the Faculty’s and School’s approach to, and processes for, quality assurance of learning and teaching including the articulation, implementation and monitoring of academic standards in accordance with the requirements of external regulatory and professional bodies.
- Review and report to the Faculty Learning and Teaching Committee on the School’s performance in learning and teaching.
- Report to the Faculty Learning and Teaching Committee on examination outcomes and grade ranges in units offered by the School.
- Provide reports to the Faculty Learning and Teaching Committee in relation to performance and quality improvements in teaching, learning and assessment.
- Consider the teaching and learning aspects of external course or School reviews and report to Faculty Learning and Teaching Committee on the adoption of recommendations deriving from such reviews.

Professional Development
- Plan, implement and report on professional development activities at improving teaching and learning quality in the School in conjunction with OLT and other centrally offered services.
- Develop, monitor and report to the Faculty Learning and Teaching Committee on School participation in processes of internal and external reward schemes for high quality and innovative learning and teaching.
- Encourage the adoption of good practice and collaboration in learning and teaching across the School consistent with the University’s and Faculty’s strategic directions and in conjunction with centrally offered services and opportunities.
- Advocate, promote and develop scholarship associated with Learning and Teaching, promoting and developing research associated with learning and teaching and strengthening these within Professional Development.

Communication and interface
- Provide minutes and reports from School Learning and Teaching Committee meetings to the Faculty Learning and Teaching Committee.

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• Ensure School staff are aware of key University, Faculty and School policies and procedures related to learning and teaching.

• Consider and report on any matter referred to it by the Faculty Learning and Teaching Committee.

4. COMPOSITION

• Head of School or delegate (Chair)*
• Associate Dean Faculty Learning and Teaching or delegate*
• Program co-ordinators/theme leaders*
• Coordinator, Academic Liaison Unit or delegate
• Student representatives (UG x 1; PG x 1)
• School-based OLT Education Developer
• Additional members as invited by the Chair on an ad hoc basis

* Indicates academic status

5. CHAIR

The Chair of the Committee will be the Head of School or delegate. In the Chair’s absence, the Deputy Chair will preside over meetings of the Committee.

6. SECRETARY

Administrative support will be provided by the School Administrative Support Team.

7. TERM OF OFFICE

Student members may serve throughout the duration of their enrolment to a maximum of three years.

8. QUORUM

A quorum will be 50% overall and 50% of members with an academic status

9. MEETINGS

The Committee will meet on at least six occasions in a year with provision for in person and technology mediated meetings with additional meetings to be called by the Chair.

10. RESOLUTIONS OF THE SCHOOL LEARNING AND TEACHING COMMITTEE

Matters requiring a resolution by the Committee are to be determined by consensus of the members present.

11. AGENDA

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

12. REPORTING

The report from each meeting of the Committee will be provided to the next meeting of the Faculty Learning and Teaching Committee.
13 INTERPRETATION

In the context of this document:

**ALU** means Academic Liaison Unit

**EHSE** means Faculty of Engineering, Health, Science and the Environment

**LEBA** means Faculty of Law, Education, Business and Arts

### Document History and Version Control

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