Faculty of Law Education Business and Arts
Learning and Teaching Committee

TERMS OF REFERENCE

1. TITLE OF COMMITTEE

LEBA Learning and Teaching Committee

2. ESTABLISHMENT

The LEBA Learning and Teaching Committee is established under the Academic Board terms of Reference.

3. FUNCTIONS AND RESPONSIBILITIES

The LEBA Learning and Teaching Committee is the learning and teaching body responsible for oversight of academic quality in taught courses within the Faculty, and associated entities (e.g. ACIKE), and provides recommendations to the University Learning and Teaching Committee on learning and teaching policy, strategies, initiatives and innovation that promote the interests of the University including meeting legislative and professional requirements, the maintenance of academic standards and fostering high quality learning.

In relation to the following domains the Committee will:

Planning

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

Curriculum development and approval

- Provide input to the University Learning and Teaching Committee on a framework for higher education course accreditation, review and re-accreditation;
- Recommend to the University Learning and Teaching Committee the accreditation, review, re-accreditation, suspension and discontinuation of higher education courses offered by LEBA and associated Schools pursuant with delegations in the framework for higher education course accreditation, review and re-accreditation;
- Approve changes to higher education courses offered by LEBA pursuant with delegations in the framework for higher education course accreditation, review and re-accreditation; and
- Provide input to the University Learning and Teaching Committee amendments to course rules; and
- 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 University Learning and Teaching Committee on policies and procedures relating to learning and teaching; and
- Monitor and advise the University Learning and Teaching Committee on the functioning within LEBA of policies and procedures relating to learning and teaching.

**Quality assurance**

- Advise and make recommendations to the University Learning and Teaching Committee on the University’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 University Learning and Teaching Committee on LEBA’s performance in learning and teaching;
- Receive and respond to reports from schools on examination outcomes and grade ranges;
- Provide reports to the University Learning and Teaching Committee in relation to performance and quality improvements in teaching, learning and assessment including LEBA examination outcomes and grade ranges; and
- Consider the teaching and learning aspects of external reviews of academic units and courses and report to University 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 LEBA in conjunction with OLT and other centrally offered services;
- Develop, monitor and report to the University Learning and Teaching Committee on LEBA participation in processes of internal and external reward schemes for high quality and innovative learning and teaching; and
- Encourage the adoption of good practice and collaboration in learning and teaching across LEBA consistent with the University’s strategic directions and in conjunction with centrally offered services and opportunities.

**Approving graduates**

- Provide advice to the University Learning and Teaching Committee on the mechanism for approval of coursework undergraduate, honours and postgraduate coursework graduands and graduands of Vocational Education and Training awards.

**Communication and interface**

- Provide minutes and reports from LEBA Learning and Teaching Committee meetings to the University Learning and Teaching Committee
- Ensure LEBA staff are aware of key University policies and procedures related to learning and teaching
- Consider and report on any matter referred to it by the University Learning and Teaching Committee.
4. MEMBERSHIP

- Faculty Associate Dean, Learning and Teaching (Chair), or delegate*;
- Head of School of each school within LEBA, or delegate*;
- Pro Vice-Chancellor, LEBA, or delegate *;
- Chair of the School Learning & Teaching Committee or delegate*;
- Learning and Teaching delegate from associated entities* OLT, EHSE;
- ALU Coordinator;
- Executive Officer, or delegate;
- One undergraduate and one coursework post graduate student from within LEBA;
- Additional attendees at the invitation of the Chair, i.e. BITTE, ARTeam

*Indicates academic status

5. CHAIR

The Chair of the Committee will be the Faculty Associate Dean, Learning and Teaching. In the Chair’s absence, an acting Chair will be appointed will be appointed by the Faculty PVC.

6. SECRETARY

Administrative support will be provided by the Executive Assistant to the Pro Vice-Chancellor, LEBA.

7. TERM OF OFFICE

Ex officio members will hold office for the term of his or her appointment in his or her substantive role.

Nominated members will serve for a term of one (1) year, renewable at the discretion of the Chair on discussion with the Faculty PVC.

8. QUORUM

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

9. MEETINGS

The Committee will meet on at least six (6) occasions in a year with provision for in person and technology mediated meetings with additional meetings to be called by the Chair.

At a meeting where course/unit documentation is submitted there is an expectation the proposer will talk to this.

10. RESOLUTIONS OF THE LEBA LEARNING AND TEACHING COMMITTEE

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

The Chair will have the casting vote.

11. AGENDA

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

The report from each meeting of the LEBA Learning and Teaching Committee will be provided to the next meeting of the University Learning and Teaching Committee.

13. RELEVANT DEFINITIONS

In the context of this document:

**ACIKE** means the Australian Centre for Indigenous Knowledges and Education;

**ALU** means Academic Liaison Unit;

**ARTeam** means Accreditation and Registration Team;

**BIITE** means Batchelor Institute of Indigenous Tertiary Education;

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

**Ex officio** means an individual who has a role or position on a committee as a consequence of holding another position within the University;

**Governance Document** means a formally approved document that outlines non-discretionary governing principles and intentions, in order to guide University practice. A Governance document is a formal statement of intent that mandate principles or standards that apply to the University’s governance or operations or to the practice and conduct of its staff and students they include the CDU Act, by-laws, policies, procedures, guidelines, rules, codes and the Enterprise Agreement;

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

**Menzies** means the Menzies School of Health Research; and

**OLT** means Office of Learning and Teaching.
## Document History and Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date Approved</th>
<th>Approved by</th>
<th>Brief Description</th>
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<tbody>
<tr>
<td>1.00</td>
<td>27 May 2011</td>
<td>Academic Board</td>
<td>Creation of original document and upload to CDU website.</td>
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<tr>
<td>1.01</td>
<td>13 Mar 2013</td>
<td>Governance</td>
<td>• Updated hyperlinks&lt;br&gt;• Converted document to new template&lt;br&gt;• Assigned document number minor changes to wording, grammar and formatting&lt;br&gt;• Addition of relevant definitions</td>
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<tr>
<td>2.00</td>
<td>29 Jul 2015</td>
<td>Academic Board</td>
<td>Major Review&lt;br&gt;• Amended Establishment – removed established under CDU Act and replaced with established under the Academic Board Terms of Reference&lt;br&gt;• Updated Membership – removed Associate Dean L&amp;T from EHSE (deputy chair) and Theme Leaders/Heads from each discipline within LEBA. Added Chair and 1 member of School L&amp;T committee&lt;br&gt;• Updated Term of Office to specify membership terms for academic and other members&lt;br&gt;• Addition of information under Meetings&lt;br&gt;• Updated Resolutions - Under exceptional circumstances the Chair or delegate will have the overriding vote&lt;br&gt;• Addition of relevant definitions</td>
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<tr>
<td>2.01</td>
<td>13 Sep 2017</td>
<td>Governance</td>
<td>• Conversion to new Governance template due to new University branding&lt;br&gt;• Updated hyperlinks</td>
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