Higher Education Learning and Teaching Committee (HELTC)

TERMS OF REFERENCE

1. TITLE OF COMMITTEE

Higher Education Learning and Teaching Committee (HELTC)

2. ESTABLISHMENT

The Higher Education Learning and Teaching Committee is established as a standing committee of the Academic Board established under the Academic Board Terms of Reference.

3. FUNCTIONS AND RESPONSIBILITIES

The Higher Education Learning and Teaching Committee is the learning and teaching body responsible for oversight of academic quality in HE coursework courses across the University. The Committee has delegated authority of approval in regard to certain academic matters as detailed below. The Committee will provide recommendations to the Academic Board on learning and teaching policy, strategies, initiatives and innovation that promotes the interests of the University including meeting legislative and professional requirements, the maintenance of academic standards and fostering high-quality learning.

In fulfilling its Functions and Responsibilities, the Committee will operate in accordance with, and consider, that the University engages in learning and teaching via a range of modalities and across multiple campuses and regulatory jurisdictions.

In relation to the following domains, the Committee will:

Planning

• Develop, implement and monitor plans to support the University’s strategies for learning and teaching;
• Provide reports, as required, to Academic Board on the implementation of the University’s strategies for learning and teaching;
• Provide advice to Academic Board on the achievement of best practice interaction, including pathways, between Vocational Education and Training and Higher Education activities;
• Provide advice to Academic Board and the University Community on developments in learning and teaching, including the implications of changes in technology for the Higher Education learning and teaching enterprise.

Curriculum development and approval

• Provide input to Academic Board on accreditation, review, re-accreditation and discontinuation of higher education coursework offerings (courses and units);
• Recommend to Academic Board the accreditation, review, re-accreditation, suspension and discontinuation of Higher Education courses;
• Approve changes to Higher Education coursework courses pursuant to the delegations as approved;
• Recommend to the Academic Board amendments to course rules; and
• Provide input on course design (both HE and VET courses) that promotes the achievement of best practice interaction between Vocational Education and Training and Higher Education activities.

Governing documents development and monitoring

• Provide advice and recommendations to Academic Board on governing documents relating to Higher Education learning and teaching;
• Monitor and advise Academic Board on the functioning in relation to Higher Education governing documents relating to learning and teaching;
• Review learning and teaching governing documentation in accordance with the University’s processes; and
• Cooperate and consult with the VET Learning and Teaching Committee (VETLTC) on matters of mutual interest.

Quality assurance

• Advise and make recommendations to Academic Board 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 Academic Board on Higher Education achievement, performance and quality improvements in learning and teaching;
• Review and report to Academic Board on trends indicated in survey instruments and identify strategies to improve outcomes, and overall student and stakeholder satisfaction; and
• 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.

Communication and interface

• Provide minutes and reports from Higher Education Learning and Teaching Committee meetings to Academic Board and broader University; and
• Consider and report on any matter referred by Academic Board or the Vice-Chancellor.

4. MEMBERSHIP

• Deputy Chair (HE) of Academic Board*;
• An academic member of the VET Learning and Teaching Committee nominated by that committee*;
• The Deputy Vice-Chancellor Global Strategy and Advancement, or nominee;
• The Pro Vice-Chancellor Indigenous Leadership, or nominee;
• The Pro Vice-Chancellor Education Strategy, or nominee;
• The Pro Vice-Chancellor Student Engagement and Success, or nominees;
• Chairs of College Learning and Teaching Committees, or nominees*;
• One (1) student from and by the undergraduate student body (elected)*;
• One (1) student from and by the postgraduate coursework student body (elected)*;
• College Deans;
• One (1) member of the Higher Education Academic Quality and Review Team nominated by the Pro Vice-Chancellor Education Strategy;
• One (1) member from Higher Education Training and Development Team nominated by the Pro Vice-Chancellor Education Strategy; and
• One (1) member of academic staff of Menzies School of Health Research will be invited by the Chair.

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

* Denotes voting members.

5. CHAIR

The Chair of the Committee will be appointed by the Chair of the Academic Board. A Deputy Chair will be elected from the membership at the first meeting of each calendar year.

6. SECRETARY

Administrative support will be provided by the office of the Pro Vice-Chancellor Education Strategy.

7. TERM OF OFFICE

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

Elected student members serve a one (1) year term.

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

An elected member may resign from his or her position on the Committee by notifying the Chair in writing.

8. QUORUM

The quorum will be 50% of the voting membership plus one.

9. MEETINGS

The Committee will meet on at least eight (8) occasions in a year with provision for in-person and technology mediated meetings. The Chair may call additional meetings if necessary.

10. RESOLUTIONS OF THE COMMITTEE

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 HE Learning and Teaching Committee will be noted in the reports of the Academic Board.

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 Academic Board.

13. RELEVANT DEFINITIONS

In the context of this document:

**Determine** means to decide, approve, or reject;

**Governance document** means a formally approved document that outlines non-discretionary governing principles and intentions, in order to guide University practice. Governance documents are formal statements 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;

**Nominee** means a person requested or named to act in an ongoing capacity on behalf of a member in a designated role. They will hold voting rights and it is expected it would be the same person where possible;