

Teaching and Learning Quality Committee

CHARTER

1. TITLE

The Committee shall be referred to as the LCAFS Teaching and Learning Quality Committee.

2. PURPOSE

The purpose of the Committee is to provide advice and recommendations to the Head of School for the development of strategies that maintain excellence in all aspects of teaching and learning in the School. The committee consists of academic and general staff representatives, as well as undergraduate and postgraduate representation.

3. FUNCTIONS

Functions of the Committee shall include

- To develop teaching and learning policy and strategies at the undergraduate and postgraduate coursework level within the School, and to annually review the LCAFS Teaching and Learning Plan
- To advise and make recommendations via the Chair to the Head of School and/or other University bodies or officers as appropriate on:
 - matters relating to teaching and learning quality, and its assessment in the School, including means of measuring and improving the quality of teaching and learning as articulated in the University's Teaching & Learning Enhancement Plan, the Faculty's Operational Plan and the School's Teaching & Learning Plan
 - matters that arise from the annual Curriculum and Teaching Quality Appraisal (CTQA) process conducted by the Committee in accordance with HUUP 3.10.13 and Faculty requirements
 - allocation of the Enhanced Student Contribution Fund within the School
 - strategies to enhance and improve the student learning process
 - means of encouraging and rewarding high quality teaching and learning by academic, technical and casual tutorial staff

- To guide the review of current programs and curricula in accord with established criteria for program/plan introduction, continuation and termination, and report on outcomes
- To first receive and consider all program and course changes, that are relevant to teaching and learning in the School, requested by School staff, prior to their submission to relevant Board(s) of Studies by this Committee
- To make recommendations to the relevant Board(s) of Studies on the
 - creation, modification and deletion of plans and plan rules within the programs designated for that committee; and
 - creation, modification and deletion of courses and course handbook entries relevant to plans within the programs designated for that committee
- To oversee the implementation, reporting and improvement of assessment. Elect one chief examiner for each of the St Lucia and Gatton campuses.
- To monitor the reviews of all the Electronic Course Profiles (ECP) each semester to ensure they are of high quality
- To ensure yearly iCEVALS are undertaken for all courses in the school, and to review their findings in line with University policy
- To work in conjunction with the University's and Faculty's Teaching & Learning Committees on policy development and implementation
- To provide, through consultation, a forum in the school in which teaching and learning related issues can be raised and discussed
- To circulate relevant and timely information on teaching and learning to the School community
- To offer advice and feedback to staff on teaching and learning grants, and teaching excellence awards, and grant and award applications
- To contribute to Faculty nominations for Excellence in Teaching and the Enhancement of Student Learning Awards
- To delegate tasks to academic advisors and/or establish sub-committees when appropriate
- To consider any other administrative matters relating to teaching and learning that arise during the academic year

4. CHAIR

The Chair shall be nominated by the Head of School for terms of 2 years.

Functions of the Chair shall include:

- To chair meetings
- To liaise regularly with the Head of School on specific matters relating to teaching and learning
- To make decisions, between committee meetings, on urgent matters relating to any of the items in Section 3, in consultation with other committee members and the Head of School

- To represent the School on the Faculty Teaching and Learning Quality Committee
- To liaise with the Associate Dean of Teaching and Learning on relevant Faculty related matters
- To coordinate and ensure completion of a Curriculum and Teaching Quality Appraisal (CTQA) process by the end of September each year, in accordance with HUUP 3.10.13 and Faculty requirements
- To provide advice to teaching staff on policies relating to teaching and learning
- To ensure that Agenda and Minutes are distributed promptly
- To report on the Committee's activities and deliberations at the Full School meetings

5. MEMBERSHIP

Committee shall comprise a Chair plus members who are representative of the Gatton and St Lucia campuses.

Membership shall be:

- Chair appointed by the Head of School
- All academic advisors
- Academic administration staff from each campus (one to be nominated as Committee Secretary by the Head of School)
- The technical staff supervisor from each campus

Plus for a term of 12 months and reviewed annually-

- 1 casual tutor representative from each campus selected by the tutors
- 1 advanced undergraduate student from each campus
- 1 honours student and/or postgraduate (coursework) student
- Anyone else by special invitation
- Reviewed annually

6. MEETINGS

The Teaching and Learning Quality Committee shall meet once each month, with at least 10 meeting per year. *Ad hoc* meetings may be called as required.

Meetings held during the teaching semesters shall be conducted by video or teleconferencing between the St Lucia and Gatton campuses.

All other meetings shall alternate between the St Lucia and Gatton campuses.

7. MINUTES

Minutes of meetings (including actions and recommendations) shall be taken, circulated to all members and formally endorsed at each subsequent meeting.

The Chair shall report on the proceedings of Teaching and Learning Quality Committee meetings at Full School meetings.