Teaching And Learning Committee

Terms of Reference

Definitions:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>AAPoly</td>
<td>Academies Australasia Polytechnic</td>
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<tr>
<td>AAPoly BOD/ BOD</td>
<td>AAPoly Board of Directors</td>
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<tr>
<td>AB</td>
<td>Academic Board</td>
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<tr>
<td>AS&amp;Q</td>
<td>Academic Standards &amp; Quality Committee</td>
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<td>ASQA</td>
<td>Australian Skills Quality Authority</td>
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<td>CC</td>
<td>Courses Committee</td>
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<tr>
<td>CEO</td>
<td>Chief Executive Officer of AAPoly</td>
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<td>Chair</td>
<td>The Chairperson of the Academic Board</td>
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<td>HESF</td>
<td>Higher Education Standards Framework</td>
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<td>TEQSA</td>
<td>Tertiary Education Standards Authority</td>
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<tr>
<td>T&amp;L</td>
<td>Teaching and Learning Committee</td>
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<tr>
<td>VET</td>
<td>Vocation Education and Training</td>
</tr>
<tr>
<td>Ex-officio</td>
<td>A member by virtue of their organisational role; non-voting</td>
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1. Purpose of the Teaching and Learning Committee

The Teaching and Learning Committee (T&L) is responsible for the oversight of high quality teaching and learning practice and support teaching excellence and scholarly activities amongst teaching staff. The three main functions of the T&L are to:

- contribute to discussions and advancement regarding teaching and learning policy;
- identify and promote best practice in teaching and learning involving ELICOS, VET and HE levels in accord with appropriate regulation standards; and
- align with AAPoly’s quality assurance principles and practice.

Thus, the T&L will have regard to the facilitation of excellence in academic achievements amongst students and teaching excellence amongst teaching staff. The T&L will also design and implement activities that will contribute towards the improvement of student learning experience.

The T&L is a sub-committee of the AAPoly Academic Board (AB)

2. Composition of the Teaching and Learning Committee

2.1 Membership

The following principles established by the AAPoly AB apply to the AAPoly T&L.
Members of the T&L, including the student representative(s), are appointed (or re-appointed) by the AB.

The Secretary to the T&L is appointed by the CEO of AAPoly.

The T&L will normally have seven (7) members comprised as follows:
- At least two (2) internal senior academic staff, nominated by the Chief Executive Officer representing Higher Education, Vocational Education, ELICOS and other programs.
- At least one student elected by the student body or nominated by teaching staff.
- At least two (2) persons, external to AAPoly and suitably qualified, such as senior academics or professional practitioners
- A member of the Senior Management Team (such as the Academic Dean)
- The Chair of the Academic Board will be an ex-officio member of the T&L.

The AB will appoint the Chair, and Deputy Chair of the T&L generally for two years or for such other terms as may be determined by the AB. The Chair and Deputy Chair may be an internal or external member.

The size and composition of the T&L should facilitate effective governance of academic processes and the future strategic development of the T&L activities of AAPoly.

Members of the T&L will be normally appointed for a period of two (2) years and the student member(s) will be appointed for one (1) year, or for such other terms as may be determined by the AB. Members are eligible for re-appointment at the expiry of their terms of office, for a maximum of five consecutive terms.

2.2 When membership ceases

A person ceases to be a member of the T&L if that person at any time during their term of office:

- resigns from the T&L; or
- no longer holds the relevant position that entitles the person to be on the T&L; or
- in the case of an academic staff member, when the person ceases to be an academic staff member; or
- is absent from three consecutive meetings of the T&L, and is not, within six weeks of the last of those meetings, excused for his or her absence; or
- the member dies
2.3 Induction of new members

All new members of the AAPoly T&L will be provided with induction into the workings of the AAPoly T&L and the organisation’s academic governance structure and function within the first three months of joining the T&L.

2.4 Professional development of members

Every meeting T&L members will be provided with material, such as scholarly papers, government reviews, regulator guidance notes, and links to websites of contemporary interest, to encourage their individual professional development in matters relevant to a wide range of academic governance issues. During the year there will be one or more professional development workshops to which all T&L members are invited, that focus on academic governance issues.

2.5 Profile of T&L Members

The T&L is a combination of a representative and a skills/attributes based board and the AAPoly AB has determined that membership of the T&L should include members who collectively possess the academic, discipline-based expertise and professional knowledge required in relation to Higher Education, Vocational Education and ELICOS. The enabling attributes and skills categories of members collectively include but are not limited to:

- a mix of current specialist, discipline-based knowledge and general academic expertise relevant to the current offerings at AAPoly; and

- substantive familiarity with education, teaching and learning at a senior level, and industry relevant to AAPOLY programs and the nature of the graduate employment market in the disciplines represented at AAPOLY; and

- substantive experience in academic management, teaching and learning at higher education level, vocational program delivery, academic quality assurance and the setting of appropriate academic standards; and

- having well established networks in Higher and Vocational Education and relevant employment sectors; and

- knowledge and understanding of current and future trends in the Higher and Vocational Education sector; and

2.6 Criteria for appointment of members to the T&L

There are general criteria that apply to all candidates for nomination and appointment and specific criteria that apply to the various roles on the T&L. The principle guiding all appointments is that the person is able to contribute to the effective and efficient work of the T&L in the discharge of its academic governance duties and obligations.
2.6.1 General criteria

All persons including students seeking nomination and appointment to serve on the AAPoly T&L must demonstrate the following prior to seeking nomination or demonstrate willingness to undertake induction training to satisfy this requirement:

- Familiarity with the governance duties and obligations of the T&L

Also the AAPoly AB requires that all members including the Chair, Deputy Chair, academic members, students and external members, must declare any conflicts of interest they may have in relation to their role as a T&L member and the extent to which such conflicts might interfere with their ability to serve will be assessed by the AB. Declarations of conflicts of interest are annually reviewed as well as sought at every meeting.

2.6.2 General academic non-student members

In addition to the requirements of 2.6.1 above, persons other than potential student representatives will be considered suitable for nomination and appointment to the AAPoly T&L in an academic role if they possess:

- appropriate academic qualifications or a combination of academic and industry expertise; and

- they are able to demonstrate how they can contribute effectively to at least three categories of qualities and skills in the list in 2.5 above.

2.6.3 General external non-academic members

In addition to the requirements of 2.6.2 above, for nomination and appointment to the AAPoly Teaching and Learning in a non-academic role it is desirable that the candidate has:

- knowledge of employer expectations and the relevant employment market opportunities for AAPoly graduates; and

- networks with a wide network of corporations and associations.

2.6.4 Student representative

In addition to the requirements of 2.6.1, for nomination and appointment to the AAPoly Teaching and Learning in a student representative role it is desirable that the person is:

- currently enrolled as a Higher or Vocational Education student at AAPoly; and

- has a demonstrated interest in student matters and the quality of teaching and learning; and

- a willingness to consult with students before and after T&L meetings to inform the views they bring to T&L meetings; and
• has the support of students and/or endorsement of staff to nominate them for consideration to be appointed to the T&L.

2.6.5 Chairperson

In addition to the requirements of 2.6.1, for appointment as T&L Chair it is desirable that the candidate has:

• postgraduate qualifications preferably at doctoral level or equivalent professional standing; and
• senior executive management expertise in Higher and/or Vocational Education; and
• knowledge of teaching and learning trends in Higher and/or Vocational Education; and
• experience in research trends and demonstrated current scholarly activity; and
• experience in leadership on or chairing of boards or committees; and
• well-developed communication, analytical and decision making skills; and
• has the capacity to contribute effectively to at least three of the categories, qualities and skills in the list in 2.5 above.

2.6.6 Deputy Chairperson

In addition to the requirements of 2.6.1 the candidate for appointment as Deputy Chair should desirably have knowledge and experience that enables them to carry out the duties of Chair of the T&L in the absence or delegation of the Chair.

2.7 Duties and functions

2.7.1 The Chair of the T&L:

• Is responsible for managing and supervising the functions and duties of the T&L; and
• Is the point of contact between the AAPoly AB and the T&L; and
• Is subject to any delegations of authority given by the T&L; and
• Reports to the AAPoly AB about matters considered at meetings of the T&L and any other matters requested by the AB.
2.7.2 The Secretary to the T&L

- provides administrative support and resources to the T&L; and
- ensures the implementation of T&L decisions in consultation with the Chair.

3. Frequency of Meetings and Quorum

3.1 Ordinary Meetings

1. The T&L will meet at least four (4) times a year and the quorum for meetings of the T&L is 50% of the voting members plus one to enable a majority vote.

2. The Chair or the Deputy Chair will normally convene and chair all meetings.

3. The date(s) and time(s) of the meetings for each following year will be published in the annual academic governance calendar at the end of the previous year.

4. Meetings are normally held in person at a venue at the AAPoly premises but they may be facilitated by electronic communications technology to enable attendance.

3.2 Special Meetings

The Chair may at any time convene a special meeting of the T&L. The AAPoly AB can also request a special meeting which will not normally be refused. A special meeting will also be arranged if a majority of members indicate in writing a request for a special meeting. In all cases a quorum of the T&L must be present for decisions of special meetings to be binding.

3.3 Procedures of the Meeting

1. Notices of meetings are via publication in the annual AAPoly academic governance calendar. Changes to those scheduled arrangements should be communicated to all members as soon as they are known.

2. Minutes of meetings must be kept in a secure and accessible place and are maintained by the Secretary to the T&L.

3. Decisions will be the outcome of debate and collegiate collaboration.

4. Any member may request a decision be deferred in order for them to seek more information on the matter being decided.

5. Members may abstain from a decision on the basis of conscience or conflict of interest.
6. When a vote is required it will be based on a simple majority.

7. The Chair will have a deliberative and casting vote.

8. Members who dissent are permitted to have their dissenting rationale recorded.

9. Proposals will require a proposer and seconder unless introduced by the Chair or Acting Chair.

10. Decisions will be formally recorded in the minutes.

11. In appropriate circumstances the T&L may delegate its powers to the Chair and decisions are then ratified at the next meeting. This will usually only occur if a decision is required outside the regular meeting cycle.

12. Participation and chairing at a meeting is normally in person, but can be by telephone, video or other electronic means.

4. Duties and powers of the Teaching and Learning Committee

1. Discuss, formulate and promote strategic initiatives which enhance the student experience at AAPoly as it relates to teaching and learning and which contribute to AAPoly’s Vision and Mission and quality objectives;

2. Oversee the communication of the Teaching and Learning Framework and oversee the implementation of key initiatives within the Teaching and Learning Plan.

3. Develop scholarship metrics and report on the scholarship activities of academic leaders and teaching staff to the Academic Board. Maintain the Professional Development Register

4. Recommend and promote specific innovations in learning, teaching and assessment, embracing new pedagogies and technologies in support of enhancement of the student experience;

5. Engage in external landscape scanning to anticipate and prepare for new opportunities and likely future developments in learning and teaching;

6. Encourage and support diversity and variation where this is beneficial, whilst seeking consistency and common approaches, where these are in the best interests of students and staff;

7. Proactively engage with any high level issues or themes arising from papers and other guidance notes that may be issued by the external regulators from time to time and/or other internal and external student surveys that may be undertaken; and
8. Establish, monitor and report on student experience “barometers” and engaging with the student leaders, implement improvements.

5. Review of T&L and Academic Governance processes

The T&L will conduct an annual internal review of all its processes and committees, including a review of the individual members of the T&L. This process will conform to the AAPoly quality assurance and continuous improvement policies and processes.

The T&L will engage in a full external review every three years, involving an external panel of appropriately qualified individuals that will report to the AAPoly AB on the efficiency and effectiveness of the academic governance of AAPoly. These considerations relate to the delegated duties of the T&L as well as its capacity to fulfil the expectations of the regulator.

Figure: Composition and Membership of the Teaching and Learning Committee

<table>
<thead>
<tr>
<th>Teaching &amp; Learning Committee</th>
<th>Description</th>
<th>Term</th>
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<tbody>
<tr>
<td>Chairperson</td>
<td>The Chair will be appointed by the Academic Board from amongst the academic leaders within the Higher Education, Vocational Programs or ELICOS departments.</td>
<td>2 years</td>
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<tr>
<td>The Academic Dean</td>
<td>Internal</td>
<td>As required</td>
</tr>
<tr>
<td>The Chair of the Courses Committee</td>
<td>Internal</td>
<td>As required</td>
</tr>
<tr>
<td>The Chair of the Academic Standards and Quality Committee</td>
<td>Internal</td>
<td>As required</td>
</tr>
<tr>
<td>Up to two academic teaching staff selected through an expression of interest process</td>
<td>Internal</td>
<td>Annual</td>
</tr>
<tr>
<td>Chair of Academic Board</td>
<td>Ex officio</td>
<td>As required</td>
</tr>
<tr>
<td><strong>Total number</strong></td>
<td><strong>Up to 7 members</strong></td>
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Change Control

<table>
<thead>
<tr>
<th>Date</th>
<th>Reason for Change</th>
<th>Updated by</th>
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<tr>
<td>01/02/2016</td>
<td>Creation of Terms of Reference</td>
<td>Chair, Academic Board</td>
</tr>
<tr>
<td>05/02/2016</td>
<td>Edited</td>
<td>Esther Teo</td>
</tr>
<tr>
<td>18/08/16</td>
<td>Revision as requested by the Chair of Sally-Anne Leigh (Chair)</td>
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<tr>
<td>AB</td>
<td>of T&amp;L</td>
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