

Faculty of Engineering Health Science and the Environment (EHSE) Learning and Teaching Committee

TERMS OF REFERENCE

1. TITLE OF COMMITTEE

EHSE Learning and Teaching Committee

2. ESTABLISHMENT

The EHSE Learning and Teaching Committee is established under Section 20 of the [Charles Darwin University Act 2003](#).

3. FUNCTIONS AND RESPONSIBILITIES

The EHSE 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. Menzies), and provides recommendations to the University Learning and Teaching Committee on learning and teaching policy, strategies, initiatives and innovations 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 shall:

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 EHSE;
- 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 EHSE'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 EHSE 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 EHSE pursuant with delegations in the framework for higher education course accreditation, review and re-accreditation;
- 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 EHSE 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 EHSE'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 EHSE 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 EHSE in conjunction with OLT and other centrally offered services;
- Develop, monitor and report to the University Learning and Teaching Committee on EHSE 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 EHSE 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 EHSE Learning and Teaching Committee meetings to the University Learning and Teaching Committee;
- Ensure EHSE staff are aware of key University policies and procedures related to learning and teaching; and

- 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)*;
- Associate Dean Learning and Teaching from EHSE or delegate (Deputy Chair)*
- Head of School of each school within EHSE (or delegate)*;
- Pro Vice-Chancellor, EHSE*;
- Theme leaders/ Heads from each discipline within EHSE*;
- Learning and Teaching delegate from associated entities*;
- ALU Team Leader;
- Executive Officer or delegate;
- One undergraduate and one coursework post graduate student from within EHSE;
- Additional attendees at the invitation of the Chair

* Indicates academic status

5. CHAIR

The Chair of the Committee will be the Associate Dean, Learning and Teaching. In the Chair's absence, the Deputy Chair will preside over meetings of the Committee.

6. SECRETARY

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

7. TERM OF OFFICE

Student members may serve throughout the duration of their enrolment to a maximum of three (3) years.

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

10. RESOLUTIONS OF THE EHSE 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 EHSE 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:

ALU means Academic Liaison Unit;

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

LEBA means the University Faculty of Law, Education, Business and Arts; and

Menzies means the Menzies School of Health Research.

Document History and Version Control

Last amendment:	15 Dec 2017
Sponsor:	Pro Vice-Chancellor, Engineering Health Science and the Environment
Contact Officer:	Pro Vice-Chancellor, Engineering Health Science and the Environment

Version	Date Approved	Approved by	Brief Description
1.00	27 May 2011	Academic Board	Creation of original document and upload to CDU website.
1.01	11 Mar 2013	Governance	<ul style="list-style-type: none"> • Assigned document number • Minor changes to formatting, grammar and wording • Updated hyperlinks • Converted document to current template
1.02	13 Sep 2017	Governance	Conversion to new Governance template due to new University branding