

Academic Board Teaching and Learning Committee

Terms of Reference

Advisory:

- (i) To develop, monitor and review policies, procedures and guidelines with respect to:
 - the University's teaching programs at undergraduate and postgraduate level (other than Higher Degree Research programs), including those delivered with partner institutions within Australia and those delivered offshore;
 - all aspects of teaching and learning and its enhancement; and
 - all aspects of admission, advanced standing, credit assessment and articulation, other than those directly and exclusively related to overseas institutions;and to make recommendations on these matters to the Academic Board and, where appropriate, to the Vice-Chancellor;
- (ii) to consider and provide advice to the Academic Board and, where appropriate, to the Vice-Chancellor on any academic quality assurance review relating to teaching and learning;
- (iii) to advise the Academic Board and, where appropriate, the Vice-Chancellor on trends and developments in teaching, learning, admissions, advanced standing and assessment and when appropriate to make recommendations;
- (iv) to monitor admission standards and practices and student performance with a view to improve retention and progression and to enhancing student support services;
- (v) to provide advice to assist faculties in the development and continuous improvement of high quality teaching;
- (vi) to advise the Pro Vice-Chancellor (Academic) on the development, implementation, monitoring and review of the University's Teaching and Learning Strategic and Operational Plans and other aspects of policy and practice related to teaching and learning;
- (vii) to consider and report on any matter referred to the Committee by the Academic Board or the Vice-Chancellor; and
- (viii) to ensure that recommendations and/or decisions of the Committee embody appropriate attention to quality assurance and are consistent with the UNE Strategic Plan and other relevant UNE plans and policies.

Reports to:

Academic Board

Chaired by:

Pro Vice-Chancellor (Academic)

Membership:

Pro Vice-Chancellor (Academic)

A Deputy Chair of the Academic Board

Director, Student Administration and Services

Director, Teaching and Learning Centre

Director, Planning and Institutional Research

Director, English Language and International Services

Director, Oorala Centre

University Librarian

Academic Directors

Two academic staff members, one elected by and from the academic staff of each faculty

One of the two undergraduate student representatives from the Academic Board
One of the two postgraduate student representatives from the Academic Board

Co-option:

Where the membership does not include at least two women and two men, the Committee may invite additional members to achieve gender balance. The Committee may invite individuals to provide additional appropriate expertise as necessary.

Frequency of Meetings:

The Committee will typically meet eight times per year.

Self-Review:

Once in every twelve-month period, the Committee shall devote at least part of one meeting to a review of its policies, practices and procedures over the preceding 12 months.

Support: Secretary to Academic Board will provide support.