

Scope

The Committee deals with all teaching and learning matters, except those pertaining to HDR. It maintains overall supervision of teaching and learning related activities within the School and supports the Head of School in the administration, development and enhancement of teaching and learning and the student experience.

Functions

Areas of responsibility include, but are not limited to:

- Develop and periodically review, a teaching and learning plan for the School which aligns with School's Strategic Plan, the University's Teaching and Learning Plan and the UNE Strategic Plan.
- Consider and provide feedback on proposals for strategic investment in School-related teaching development projects.
- Ensure that all teaching and learning activities within the School are in accordance with UNE rules, policies and external compliance requirements.
- Consider and provide feedback to relevant University committees on draft and existing rules, policies and procedures related to teaching and learning.
- Develop and approve proposals for School teaching and learning policies, procedures and guidelines subject to final approval of the Head of School.
- Assess and endorse all new, amended and deleted course proposals owned by the School for recommendation to the Head of School and the University Academic Program Committee for approval.
- Consider new course proposals offered in cooperation with other Schools.
- Assess and approve all new, amended and deleted unit proposals owned by the School subject to final approval of the Head of School.
- Approve all credit assessments and articulation programs and pathways.
- Consider and comment on any new, amended or deleted course and unit proposals referred to it by other Schools.
- Support the development and implementation of strategic and operational initiatives as they relate to teaching and learning within the School.
- Oversee the quality assurance processes within the School concerning unit monitoring, unit reviews, course monitoring, course mapping and course reviews.

- Monitor and enhance the academic integrity and quality of School courses and units including design and structure, pedagogy, currency of content, assessment, threshold standards, and student outcomes.
- Work proactively with the Course Coordinators to ensure teaching and learning matters within the School are managed effectively.
- Encourage, support and reward academic excellence in teaching and learning. This will include, but is not limited to, the administration and awarding of annual School Teaching Excellence Awards.

Membership

1. Membership

The School Teaching and Learning Committee will comprise the following:

- Chair – Chair of Teaching and Learning
- Undergraduate Course Coordinators
- Postgraduate Coursework Coordinators
- School Academic Manager
- School Learning Designer

All members have equal voting rights.

2. Co-option

The Chair can co-opt where needed additional members to ensure discipline representation (where a discipline is not represented by a current member) and/or to achieve or maintain appropriate gender representation. The committee may invite individuals to provide additional appropriate expertise as necessary.

3. Observers

- Information Management representative
- Undergraduate student representative
- Postgraduate coursework student representative
- The Chair may invite individuals to provide additional appropriate expertise as relevant to the Agenda

Meetings

4. Convening of Meetings

- 4.1 Approximately 10 meetings will be held per annum, and scheduled in order to meet University teaching and learning deadlines.
- 4.2 The agenda and business papers will normally be circulated at least one week prior to the meeting.
- 4.3 Items for inclusion in the agenda should normally be advised at least one week prior to the meeting.

4.4 Matters may be raised at the meeting without notice, but if substantial may be held over for the next meeting.

5. Quorum

5.1 At any meeting of the Committee, ≥50% of the voting membership constitutes a quorum.

5.2 Decisions will be made by majority voting in those cases when consensus cannot be reached.

Reporting

6. The School Teaching and Learning Committee (where required) reports to the:

6.1 Head of School

6.2 School Executive Committee

6.3 University Academic Programs Committee

6.4 University Teaching and Learning Committee

6.5 Pro Vice-Chancellor (Academic Innovation)

Administration

TRIM reference:

Date approved: 31 August 2016

Due for review: