



TERMS OF REFERENCE

COMMITTEE	LEARNING OUTCOMES SUBCOMMITTEE
PURPOSE	<p>The Subcommittee will initially focus on the full implementation – and demonstrated results – of assurance of learning processes for all degree programs by the next AACSB review visit in 2013. In the first instance, this will involve coordinating Faculty responses currently being implemented largely through a ‘Quality Assurance and Accreditation’ subcommittee the GSB and another for the USB. No subcommittee currently exists for the doctoral program but evidence of assurance is required by AACSB. AoL is a major component of the AACSB Standards and currently represents a risk factor in terms of the Faculty maintaining AACSB accreditation post 2013. We will need to demonstrate at least two full AoL cycles by that point for all undergraduate and postgraduate coursework programs and our research programs.</p> <p>Other accreditation and QA stakeholders covered by the Subcommittee’s work may include AUQA/ TEQSA, the Australian Learning & Teaching Council, and Academic Board Reviews. Currently it would not include local professional accreditations (ACS, AHRI, CPA/ICAA) which are highly specific and the responsibility of relevant Disciplines. Similarly, CEMS reporting requirements are managed by the Management Education Office and focus on specific programs (MMgt/MIM).</p>
TERMS OF REFERENCE	<p>To ensure Faculty-wide processes are in place to meet AoL and QA requirements in an ongoing, systematic and timely manner, the Subcommittee will (not in order of importance):</p> <ul style="list-style-type: none"> • develop and implement Faculty-wide AoL plans and quality assurance processes, including specific timelines and deliverables within the context of broader international accreditation requirements. • monitor the Faculty’s program learning goals and assessment/measurement processes to ensure compliance with quality assurance and accreditation requirements. • engage leaders in program planning and AoL. In particular, interface with Discipline Chairs, Program Directors and academic staff to ensure active involvement in the AoL process. • report on AoL progress and other QA issues – and provide assistance as needed – to senior executive and other stakeholders as appropriate (eg. Academic Board, Faculty committees and all Faculty staff). • ensure data collected through the AoL process is evaluated, shared with the appropriate Faculty committees and leadership group, and used to inform curriculum development and improvement where required. • ensure relevant information is available via reporting systems (eg. Digital Measures, graduate tracking, ReView) as relevant to QA and AoL purposes. • disseminate relevant information to Faculty staff. • monitor the emerging QA and accreditation landscape and respond as appropriate. In particular, establishment of the Tertiary Education Quality & Standards Agency (TEQSA) in 2010/11 which will accredit higher education providers and oversee establishment of “new quality assurance arrangements involving the development of standards and implementation of a transparent process for assuring the quality of learning outcomes”. • liaise as required with accrediting agencies and other key external bodies (e.g. AUQA/TEQSA and the Australian Learning & Teaching Council) and key internal bodies (eg. SEG Education). Identify related best practice at other institutions and adopt as appropriate. • report in writing to FEC on a quarterly basis about the systematic and ongoing assurance of learning process in undergraduate, postgraduate and doctoral programs.

CHAIR	Associate Dean Learning and Teaching
MEMBERSHIP	Associate Dean Postgraduate Coursework, Associate Dean Undergraduate, Director Doctoral Studies, Senior Projects Officer (Planning and Quality Assurance), Accounting Discipline representative (AACSB accreditation)
ATTENDEES	Members are expected to undertake Committee work between meetings as required. Members are expected to attend all meetings. Members that are unavailable are requested to send a nominee. Members are expected to contribute to decision making which enhances the overall quality of the Faculty's learning and teaching.
QUORUM	The Learning Outcomes Subcommittee aims for consensus but will rely on a majority of the whole committee if that fails. The decisions of the Learning Outcomes Subcommittee are quorate at three (3) members.
SECRETARIAT	Senior Projects Officer (Planning and Quality Assurance)
MEETINGS	The Learning Outcomes Subcommittee will meet monthly during the 2010 academic year and quarterly thereafter.
REPORTING	The Learning Outcomes Subcommittee will report in writing to FEC on a quarterly basis about the systematic and ongoing assurance of learning process in undergraduate, postgraduate and doctoral programs.