Faculty of Education and Social Work
Office of Learning and Teaching

Learning and Teaching Committee

Terms of Reference

1. Purpose of the Committee

The Learning and Teaching Committee aims to foster a dynamic and innovative learning and teaching culture within the Faculty. The Faculty will work collaboratively with other Faculties to take the lead in learning and teaching quality within the University. In addition, it must ensure that the Faculty implements University policies and procedures in relation to learning and teaching including University strategic aims and directions.

2. Responsibilities of the Committee

The Learning and Teaching Committee will:

• develop and review local provisions which are informed by University policies and procedures;
• provide opportunities to support innovation and or improvements in teaching quality and the learning experience for students;
• develop and promote quality assurance strategies for learning and teaching
• initiate and facilitate the implementation of the learning and teaching plan;
• implement projects relating to learning and teaching in the Faculty;
• convene and manage working parties in order to achieve the above;
• liaise with, and report on committees within the Faculty and various working parties within the University; and
• promote and recognise excellence and innovation in teaching.

3. Membership of the Committee

• Dean (ex officio)
• Associate Dean Learning and Teaching (Chair)
• Learning and Teaching Project Manager
• First Year and Social Inclusion Academic Coordinator
• Library representative
• ITL representative
• Associate Dean Undergraduate Programs (Student Welfare)
• Faculty Manager, Student Administration
• Academic representatives (5 to 7) to represent the diversity of undergraduate and postgraduate programs in the Faculty (e.g., Social Work, Primary, Secondary, Special Education, Indigenous programs, Early Childhood, TESOL)
• The Faculty eLearning representative
• Up to two (2) student representatives (from different programs if possible)

The Committee may co-opt up to four members. Members co-opted may be selected from members of the Faculty or the wider University community, or may express interest directly to the Chair of the Committee, but must have an interest and/or expertise in issues considered by the Committee. The term of office of members co-opted by the Committee shall be specified at the time of the co-option and such members shall have all rights and privileges of other members.

4. Frequency of Meetings

The Learning and Teaching Committee will meet at least six (6) times throughout the year.

5. Quorum

A quorum for a meeting of the Committee shall be five (5) members. A quorum for a vote of the Committee shall be ten (10) members.