LEARNING AND TEACHING COMMITTEE

ESTABLISHMENT

1 The Teaching and Learning Excellence Committee was originally established in 1994. The Teaching and Learning Management Committee was established as a Sub-Committee of the Academic Committee in 1997, and disestablished in 2000 with the establishment of the Teaching and Learning Excellence Committee. The Teaching and Learning Excellence Committee was established as a Sub-Committee of the Academic Committee in 2000, and disestablished at the 3/2005 meeting of the Academic Committee, with the establishment of the Learning and Teaching Committee. In 2014, the constitution was revised to include functions related to the conduct of assessment following the disestablishment of the University Assessment Committee.

INTERPRETATION

2 In this constitution, references to academic elements and academic management positions shall be as defined in Structure and Governance of Academic Groups of the University.

FUNCTIONS

3 The Learning and Teaching Committee shall make recommendations to the Academic Committee on strategic planning, policy, and quality assurance issues in relation to learning, teaching, the conduct of assessment the student experience, and delivery of curricula including:
   a) monitoring and reviewing the effectiveness of the Griffith Academic Plan by scanning the sector and identifying emerging learning, assessment and teaching issues;
   b) developing policies and procedures in relation to learning, teaching and assessment in support of the implementation of the Academic Plan and key supporting plans;
   c) supporting the University's national learning and teaching grant and award strategy by developing internal grant and award schemes;
   d) monitoring the University's learning and teaching performance routinely against established benchmarks and standards, and advising on their effectiveness as measures of performance;
   e) articulating, implementing and monitoring standards for learning and teaching at Griffith, including:
      i. providing advice on teaching related aspects of academic staff recruitment, performance and development;
      ii. providing advice on the assurance of learning outcomes, consensus moderation, integrity of student assessment, marking and grading practices; and
      iii. providing advice on learning and teaching management and administrative systems, procedures and practices.
   f) providing advice on the strategic development of learning and teaching practices (pedagogy) and educational resources (physical spaces, technological and information) in support of The Griffith Academic Plan and its supporting strategies;
   g) responding to Commonwealth government initiatives to promote and enhance learning and teaching, including courses of action available to the University and their possible implications.

MEMBERSHIP

4 The members of the Learning and Teaching Committee shall consist of –
a) the Chairperson of the Committee who shall be the Deputy Vice Chancellor (Academic), *ex officio*;

b) the Dean (Learning and Teaching) from each Academic Group, *ex officio*;

c) four full-time academic staff members of the University, appointed by the Group Pro Vice Chancellors from among the senior academic staff of the University. One member shall be from each Group;

d) one undergraduate student and one coursework postgraduate student. Each member shall be from a different Group;

e) the Dean, Learning Futures, *ex officio*;

f) the Pro Vice Chancellor (Information Services) or nominee;

g) the Academic Registrar, *ex officio*;

h) the Chairperson of Programs Committee, *ex officio*;

i) the Chairperson of the Educational Excellence Committee, *ex officio*;

j) up to three members of academic staff appointed by the Chair with specialist expertise in learning, assessment and teaching.

In appointing members to categories 4(c) and (d) consideration should be given to gender representation and campus representation. The Committee may co-opt, to the Committee membership, any member of the University community or an external expert where particular expertise or insights are required. The Committee may also establish working parties of an *ad hoc* nature and direct inquiries to any element of the University.

**PRESENT WITH RIGHTS OF AUDIENCE AND DEBATE**

5 The Committee shall have the authority to invite, from time to time, other persons to attend particular meetings, to advise the Committee, or to participate in debate on particular matters.

**TERMS OF OFFICE**

6 All members, who are not *ex officio* members of the Committee or student representatives, shall be appointed for a term of office of two years, up to 31 December of the relevant anniversary year. Such appointments shall be renewable; but not normally for more than two successive terms. Student representatives shall be appointed for a term of office for one year up to 31 December of the relevant anniversary year.

**SECRETARY**

7 The Academic Registrar will appoint a Secretary to the Committee who shall have rights of audience and debate.

**SUB-COMMITTEES**

8 The Educational Excellence Committee is concerned with strategies related to recognising and rewarding excellence in learning and teaching.

**MEETINGS**

9 The Learning and Teaching Committee shall meet as required and shall report its activities to the Academic Committee.