LEARNING AND TEACHING COMMITTEE

CONSTITUTION

Sub-Committee of the Academic Committee  (2018/9006051)
Established by Academic Committee at its 3/2005 meeting  2018/9006002 (revised)
Constitution last amended: 19 July 2018

ROLE

1 The role of the Learning and Teaching Committee is to 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 in accordance with the Functions described below (section 3). The Learning and Teaching Committee’s work is also guided by the University’s Academic Plan.

In undertaking its role Learning and Teaching Committee contributes to the University meeting the requirements of the following Domains and/or Standards within the Higher Education Standards Framework (Threshold Standards) 2015 (HESF 2015):

(a) Domain 1 Student Participation and Attainment
   • Standard 1.3 – Orientation and Progression
   • Standard 1.4 – Learning Outcomes and Assessment

(b) Domain 2 Learning Environment
   • Standard 2.1 – Facilities and Infrastructure
   • Standard 2.2 – Diversity and Equity

(c) Domain 3 Teaching
   • Standard 3.2 – Staffing

(d) Domain 5 Institutional Quality Assurance
   • Standard 5.2 – Academic and Research Integrity
   • Standard 5.3 – Monitoring, Review and Improvement

(e) Domain 7 Representation, Information and Information Management
   • Standard 7.2 – Information for Prospective and Current Students

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 Learning and Teaching Committee is responsible for:

(a) reviewing and monitoring 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, assessment and employability in support of the implementation of the Griffith Academic Plan and key supporting plans;

(c) supporting the Griffith Learning and Teaching Academy’s oversight of the University’s national learning and teaching grant and award strategy, and internal grant and award schemes;

(d) monitoring the University’s learning and teaching performance routinely against established benchmarks and standards, including the Higher Education Standards Framework, and advising on their effectiveness as measures of performance;
(e) responding to Commonwealth government initiatives to promote and enhance learning and teaching, including courses of action available to the University and their possible implications;

(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) 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.

DELEGATED AUTHORITIES

4 Academic Committee has delegated authority to Learning and Teaching Committee to discharge the following functions:

(a) approve policies/procedures as set out in Approving Authorities for University Policies

(b) oversee arrangements for the management and review processes associated with the student evaluation of courses and teaching

(c) establish standing sub-committees from time to time and approve proposed changes to the respective constitution for each sub-committee.

MEMBERSHIP

5 The members of the Committee shall be:

(a) the Deputy Vice Chancellor (Academic) as Chairperson, ex officio;

(b) the Dean, Learning Futures, ex officio;

(c) the Dean, Learning and Student Outcomes, ex officio;

(d) the Pro Vice Chancellor responsible for Library and Learning Services, ex officio;

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

(f) the Academic Registrar, ex officio;

(g) the Chief Digital Officer, ex officio;

(h) the Chairperson of each of the following committees, ex officio:
   i. Employability Committee
   ii. Griffith Learning and Teaching Academy’s Steering Committee
   iii. Programs Committee, and
   iv. University Assessment Committee;

(i) 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;

(j) one undergraduate student and one coursework postgraduate student, appointed by the Chair. Each member shall be from a different Group;

(k) additional academic staff with specialist expertise in learning, assessment and teaching appointed by the Chair.

6 In appointing members to categories 5(i) and (j) consideration should be given to gender representation and campus representation.
TERMS OF OFFICE

7 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.

8 Student representatives shall be appointed for a term of office for one year up to 31 December of the relevant anniversary year.

9 As far as practicable, to ensure continuity of Committee membership, the terms of office for members appointed under category 5(i) shall be such that the term of office may expire at any one time for no more than two members.

10 All appointed members shall be eligible for re-appointment; but not normally for more than two successive terms.

CHAIRPERSON

11 The Chairperson of the Committee shall be the Deputy Vice Chancellor (Academic). The standing Deputy Chair shall be the Dean, Learning Futures.

SECRETARY

12 The Academic Registrar will appoint the secretary of the Committee.

SUB-COMMITTEES

13 The sub-committees currently reporting to the Committee are:

(a) Employability Committee – concerned with strategies and support related to student success and the employability of Griffith University graduates.

(b) Griffith Learning and Teaching Academy – concerned with strategies and support related to recognising, enhancing and rewarding exemplary learning and teaching practice at Griffith University.

(c) University Assessment Committee – concerned with strategies to develop, promote and support exemplary practice in assessment at Griffith University.

14 The Committee may establish additional standing committees or working parties of an ad hoc nature from time to time.

MEETINGS

15 Learning and Teaching Committee shall meet as required and not less than five times every calendar year.

16 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.

WORK PLAN

17 Learning and Teaching Committee will provide an annual Work Plan to the Academic Committee for review and endorsement prior to the Plan’s scheduled commencement.

REPORTING

18 Learning and Teaching Committee shall report its activities to the Academic Committee. The Committee will provide an annual Report to the Academic Committee.