



**EXCELSIA**  
**COLLEGE**  
— Sydney —

## Document Number

**GOV-TOR-01**

## Document Name

**LEARNING AND TEACHING COMMITTEE –TERMS OF REFERENCE**

## Document Status

|                    |                        |               |
|--------------------|------------------------|---------------|
| <b>Owner</b>       | Chief Academic Officer | August 2009   |
| <b>Approved by</b> | Academic Board         | February 2021 |
| <b>Publication</b> | Version 12             | May 2023      |
| <b>Review Date</b> | Review of Version 12   | May 2026      |

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| <p><b>Membership</b></p>   | <p>CHAIR: Chief Academic Officer</p> <p>MEMBERS:</p> <ul style="list-style-type: none"> <li>• Heads of School</li> <li>• Deputy Heads of School</li> <li>• Academic Registrar</li> <li>• Library Manager</li> <li>• Chief Strategy Officer and Director of Quality (<i>ex officio</i>)</li> <li>• Manager, Regulation and Accreditation</li> <li>• Director of Mission and Director of Research (Graduate Programs)</li> <li>• Director of Partnerships and Engagement</li> <li>• Student Representative(s)</li> <li>• Administrative Assistant/Manager (Secretary)</li> </ul> <p>When a member cannot attend a meeting, they may nominate another staff member to attend in their place.</p> <p>The Learning and Teaching Committee can co-opt members in order to achieve or maintain gender diversity.</p> <p>At the discretion of the Chair, the Committee can also invite non-voting individuals as observers to attend regular or individual meetings, provide appropriate expertise as necessary and contribute to discussion upon invitation by the Chair.</p> <p>The Learning and Teaching Committee may form working groups from time to time to undertake specific projects and tasks related to their functions.</p> |
| <p><b>Quorum</b></p>       | <p>A quorum for a meeting of the Committee shall be 50 per cent of the voting members plus one.</p>  |
| <p><b>Meetings</b></p>     | <p>The Learning and Teaching Committee will meet at least -six times per year or otherwise as required, in order to perform its functions. The Chair may convene a special meeting at any time with reasonable notice.</p>   |
| <p><b>Reports to</b></p>   | <p>The Learning and Teaching Committee reports to Academic Board.</p>  |
| <p><b>Record</b></p>       | <p>The Secretary keeps a written record (minutes) of Learning and Teaching Committee proceedings.</p>  |
| <p><b>Primary Role</b></p> | <p>The primary role of the Learning and Teaching Committee, under delegated authority from the Academic Board to which it reports, is to take responsibility for the leadership and deployment in practice of the day-to-day academic operations of the College so that these processes and operations meet quality educational standards.</p> <p>In particular, the Learning and Teaching Committee shall:</p> <ul style="list-style-type: none"> <li>• advise the Academic Board on issues of policy, and learning and teaching innovation; and</li> <li>• provide strategic leadership in learning and teaching matters, including scholarship and staff professional development.</li> </ul>   |

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| <p><b>Terms of Reference</b></p> | <p>In fulfilling this role, the Learning and Teaching Committee has the following Terms of Reference, to:</p> <ol style="list-style-type: none"> <li>1. Oversee the content development and delivery of all College curriculum.</li> <li>2. Implement quality standards in all aspects of course development, management, and delivery, and course review.</li> <li>3. Oversee student admissions, progression, and graduation.</li> <li>4. Review and develop academic policies relating to all Learning and Teaching processes, including admissions, progression, examinations and assessment, and academic appeals.</li> <li>5. Take steps to improve the quality of the learning environment and of education facilitation, including in response to regular reviews of course evaluations and annual performance targets.</li> <li>6. Ensure that learning resources are appropriate to the courses offered and are available to students as and when required.</li> <li>7. Assess student workloads within and across course units to ensure an appropriate distribution in terms of study hours and balance in the nature and regularity of assessments tasks.</li> <li>8. Manage College-wide assessment processes and the approval of student grades.</li> <li>9. Through organisation of, and participation in, colloquia, workshops, other academic forums, and inter-collegial networks foster the scholarship and professional development of faculty in relevant disciplines and pedagogies.</li> <li>10. Monitor the development of the Gordon Moyes Library and other College academic collections.</li> <li>11. Act on any other references from the Academic Board.</li> </ol> |
| <p><b>Functions</b></p>          | <p>The Academic Board of Excelsia College delegates responsibility for coordinating teaching and learning policies, procedures and activities to the Learning and Teaching Committee, which is comprised of College academic and quality management staff.</p> <p>The broad functions of the Learning and Teaching Committee are as follows:</p> <ol style="list-style-type: none"> <li>1. Guided by the College’s Learning and Teaching Plan: <ol style="list-style-type: none"> <li>a. develop and review academic policies and practices relating to all aspects of the delivery of learning and teaching</li> <li>b. monitor and assess College effectiveness, and the student experience, with respect to admissions, progression, examinations and assessment, and academic</li> </ol> </li> </ol>  |

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|                       | <p>appeals</p> <p>c. review guidelines for the appointment and evaluation of academics who undertake teaching and assessment, ensuring that these guidelines are implemented as required.</p> <p>2. Guided by the College’s Academic and Professional Development Plan, develop and monitor an ongoing program of professional development for academic staff.</p> <p>3. Guided by the College’s Scholarship Across the Curriculum Plan, encourage and support scholarship and research by academic staff, particularly as these relate to the advancement and dissemination of knowledge, the scholarship of teaching and learning, and the identification and dissemination of good practices in learning and teaching.</p>   |
| <b>Agenda Items</b>   | <p>The agenda will be developed by the Chair in consultation with members and typically include items aligned to the HESF including:</p> <ul style="list-style-type: none"> <li>• pathways that contribute to student access including credit and articulation; orientation; participation; retention; progression and success</li> <li>• policies and procedures</li> <li>• facilities and infrastructure; diversity and equity; learning resources and educational support.</li> <li>• program structures and program and course quality</li> <li>• reviewing of Course Unit Outlines for minor and major changes and course offerings</li> <li>• methods of assessing the quality of all teaching activities</li> <li>• work and research integrated learning opportunities</li> <li>• academic integrity and academic misconduct</li> <li>• identifying and responding to existing or emerging issues/risks and solutions.</li> </ul> |
| <b>References</b>     | <ul style="list-style-type: none"> <li>• PLA-GEN-04 Learning and Teaching Plan 2022-2025</li> <li>• PLA-GEN-14 Academic and Professional Development Plan</li> <li>• PLA-GEN-12 Scholarship Across the Curriculum Plan</li> </ul>   |
| <b>Mapped to HESF</b> | <p>The content of these Terms of Reference is mapped to the HESF 1.1, 1.2 1.3, 1.4, 1.5, 2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 5.1, 5.2, 5.3, 5.4, 6.3, 7.1, 7.2, 7.3.</p>   |

## Document history

These Terms of Reference have been amended as follows:

| Version    | Amendments / Date / Notes   |
|------------|---|
| Version 9  | Changes in membership and title ‘Teaching & Learning’ to ‘Learning and Teaching’. AB June 2020                      |
| Version 10 | Changes and updating of titles in membership and addition of points e-h of Principles. Approved by AB February 2021 |

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| Version 11 | Further defining of the role of the LTC. Changes to membership to include both Directors of Research. Revised mapping to the HESF. Expansion of the agenda items to include policies and procedures, reviewing unit outlines and course offerings. AB May 2022 |
| Version 12 | Changes and updating of titles in membership. AB May 2023  |