

# Academic Senate - Curriculum, Learning and Teaching Committee - Membership and Terms of Reference

## Section 1 - Membership

### Composition

(1) The Curriculum, Learning and Teaching Committee shall comprise:

- a. Deputy Vice-Chancellor (Academic) or nominee - Presiding Officer;
- b. Presiding Officer, Academic Senate;
- c. Deputy Presiding Officer, Academic Senate;
- d. one Associate Dean or Sub-Dean (Learning and Teaching) from each Faculty;
- e. two students nominated by the CSU Student Senate;
- f. one Course Director nominated by the Course Directorss' Forum;
- g. one nominee of the Heads of School, Forum;
- h. Pro Vice-Chancellor (Student Learning);
- i. the Dean of Students;
- j. Director, Learning Design
- k. Director, Flexible Learning Institute;
- l. Director, Education for Practice Institute, or nominee;
- m. Chair, Indigenous Board of Studies (or nominee); and
- n. coursework postgraduate student representative.

(2) The Presiding Officer, Curriculum, Learning and Teaching Committee may invite members of staff to become members of the Committee for one meeting or for a longer period of time.

### Secretary

(3) The Secretary to the Committee will be the Academic Secretary (Ac Sec).

### Terms of Office

(4) Nominated members of the Committee will have terms of office of two years.

### Right of Audience and Debate

(5) The Manager, Academic Senate shall have the right of audience and debate at meetings of the Committee.

## Section 2 - Terms of Reference

(6) Subject to the Act , the By-law , the Rules or Resolutions of the Council, and to the Resolutions of the Academic Senate, the Curriculum, Learning and Teaching Committee shall have delegated authority from the Academic Senate with respect to all courses except Master Research Programs and Research Doctoral Programs\*, to:

- a. develop curriculum and learning and teaching policy for approval by Academic Senate (through the Academic Regulations Committee), taking account of the Australian Qualifications Framework and external standards requirements and including admissions, credit, curriculum design, progress and graduation requirements, assessment, and academic integrity;
- b. monitor the implementation of curriculum and learning and teaching policy and provide reports to Academic Senate
- c. make recommendations to Academic Senate on standards and measures of quality for courses and learning and teaching in CSU;
- d. provide reports to Academic Senate on the achievement of course and learning and teaching standards and measures of quality, including recommending to Academic Senate the suspension or discontinuation of courses which fail to meet standards and measures of quality;
- e. consider and provide advice to Academic Senate on the Annual Course Reports (ACPR's) and suggested actions for improvement (refer also to clause 7);
- f. determine the review cycle for courses and monitor the implementation of curriculum review and renewal in Faculties and report findings to Academic Senate (refer also to clause 7);
- g. advise Academic Senate on the learning and teaching components of the Student Experience Plan;
- h. identify and promulgate good practice in learning and teaching and curriculum design, including advising Academic Senate on:
  - i. Scholarship of teaching programs; and
  - ii. Teaching Excellence Awards.
- i. advise Academic Senate on the use of systems to support learning and teaching and liaise with Divisions in the development of learning and teaching systems;
- j. approve or otherwise proposals for new or revised award and non-award courses that are 'owned' by a Division or other non-Faculty body within the University; and
- k. consider matters referred to the Committee by Academic Senate, Faculty Boards, UCPC and the Vice-Chancellor.

(7) Academic Senate has delegated authority to the Faculty Smart Learning Courses Leadership and Management Committees and the University Smart Learning Leadership and Management Committee for the approval of course and subject matters relating to early adopting courses in the Smart Learning process.

## Section 3 - Miscellaneous

### Annual Work Plan

(8) The Curriculum, Learning and Teaching Committee shall establish an annual plan of work which shall be incorporated into the annual calendar of Academic Senate business (which itself will be aligned to the University's planning cycle and which identifies the nature and timing of key agenda items, including the reviews of academic policies).

## **Ad Hoc Committees**

(9) The Curriculum, Learning and Teaching Committee may, in consultation with the Presiding Officer of Academic Senate, establish ad hoc committees, as required, in order to effect the work of the Committee.

## **Meetings**

(10) The Curriculum, Learning and Teaching Committee shall conduct five ordinary meetings each year.

## **Minutes**

(11) Minutes of meetings of the Curriculum, Learning and Teaching Committee shall be published on the appropriate University web page for the information of the Academic Senate and the University generally.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	23rd May 2014
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