

# 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 Charles Sturt University (CSU) Student Senate;
- f. one Course Director nominated by the Course Directors' 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, Learning Technologies;
- l. Director, Education for Practice Institute, or nominee;
- m. Presiding Officer, Workplace Learning Excellence Committee, or nominee;
- n. Presiding Officer, Learning Environments Committee;
- o. Chair of Indigenous Board of Studies, or nominee; and
- p. coursework postgraduate student representative.

(2) The Presiding Officer of the 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 Deputy Director Governance and Academic Secretary.

### Terms of Office

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

### Right of Audience and Debate

(5) The following staff shall have the right of audience and debate at meetings of the Committee:

- a. Manager, Academic Senate;

- b. Director, Learning Academy;
- c. Director, Learning Resources;
- d. Co-Director, ulmage;
- e. Director, Academic Success;
- f. Director, Engagement; and
- g. Director, Inclusion.

## Section 2 - Terms of Reference

(6) Subject to the Act, the By-law, the Rules or Resolutions of the University Council, and to the Resolutions of the Academic Senate, the Curriculum, Learning and Teaching Committee shall have authority from the Academic Senate with respect to all courses except Master Research Programs and Research Doctoral Programs (refer to Clause 7), to:

- a. develop curriculum and learning and teaching policy for approval by Academic Senate (through the Academic Policy and 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 the University;
- 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 Performance 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, University Course Planning Committee and the Vice-Chancellor.

## Section 3 - Miscellaneous

### Annual Work Plan

(7) 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**

(8) 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**

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

## **Minutes**

(10) 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>	6th December 2015
<b>Review Date</b>	6th August 2020
<b>Approval Authority</b>	Academic Senate
<b>Approval Date</b>	15th October 2015
<b>Expiry Date</b>	15th August 2016
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