

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. Pro Vice-Chancellor (Learning and Teaching) - Deputy Presiding Officer;
- c. Presiding Officer, Academic Senate or, as nominee Deputy Presiding Officer, Academic Senate;
- d. Chairs of Faculty Courses Committees, or nominee if Chair unavailable;
- e. Chairs of Faculty Assessment Committees, or nominee if Chair unavailable;
- f. Chair of Indigenous Board of Studies, or nominee if Chair unavailable;
- g. Chair of Workplace Learning Committee, or nominee if Chair unavailable;
- h. two students nominated by the Charles Sturt University's Student Senate;
- i. Dean of Students;
- j. Executive Director, Division of Library Services.

Quorum

(2) The quorum for any meeting of the Curriculum, Learning and Teaching Committee (CLTC) shall be 10 members.

Secretary

(3) The Secretary to the Committee will be the 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 persons shall have right of audience and debate at meetings of the Committee:

- a. Academic Secretary;
- b. Chairs of the following Forums:
 - i. Heads of Schools Forum;
 - ii. Course Director Forum;
 - iii. Learning & Teaching Leaders Forum;
- c. Chairs of CLTC Working Parties and / or Committees;

- d. Chairs of Faculty CLTC's;
- e. Directors of Division of Learning and Teaching and Office for Students;
- f. Representative from Avondale College of Higher Education;
- g. Others as determined by the Presiding Officer.

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 Regulations and Policy 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 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 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 work plan of the Academic Senate (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 Chair, 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 five 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

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