

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

Section 1 - Establishment

(1) The Curriculum, Learning and Teaching Committee was established by the Academic Senate on the recommendation of the Presiding Officer, Academic Senate.

Background

(2) Charles Sturt University (the University) has a responsibility to ensure good governance of its teaching and learning activities. These responsibilities must align with the University's regulatory obligations under the [Higher Education Standards Framework \(Threshold Standards\) 2015](#).

Purpose

(3) The purpose of the Curriculum, Learning and Teaching Committee is to develop and monitor policy in relation to curriculum and learning and teaching, and to provide advice to the Academic Senate on the standards and measures of quality in relation to learning and teaching.

Section 2 - Glossary

(4) For the purpose of this document:

- a. Committee - means the Curriculum, Learning and Teaching Committee.

Section 3 - Membership

(5) The members of the Committee shall be:

- a. Ex-officio members:
 - i. Deputy Vice-Chancellor (Academic) or nominee - Presiding Officer;
 - ii. Pro Vice-Chancellor (Learning and Teaching) - Deputy Presiding Officer;
 - iii. Presiding Officer, Academic Senate or, as nominee Deputy Presiding Officer, Academic Senate;
 - iv. Chairs of Faculty Assessment Committees;
 - v. Chairs of Faculty Courses Committees;
 - vi. Deputy Vice-Chancellor (Students), with this membership to lapse upon the appointment of an Executive Director, Student Success;
 - vii. Workplace Learning Administration Managers; and
 - viii. Presiding Officer or nominee of all sub-committees of the Committee.

- b. Nominated members:
 - i. two students nominated by the Charles Sturt University's Student Senate;
- c. Right of Audience and Debate:
 - i. Executive Director, Division of Library Services;
 - ii. Academic Secretary;
 - iii. Chairs of the following Forums: Heads of School, Course Directors, Learning & Teaching Leaders;
 - iv. Chairs of Curriculum, Learning and Teaching Committee Working Parties and / or Committees;
 - v. Directors of Division of Learning and Teaching and Office for Students; and
 - vi. Representative from Avondale College of Higher Education.

(6) The Chair may grant the right of audience and debate to other people from time to time.

(7) The Secretary to the Committee will be the Academic Secretary, or nominee.

Term of Office

(8) Nominated members of the Committee will have terms of office of two years. The rules for conduct of meetings will be as detailed in the [Boards and Committees Policy - Conduct of Meetings of Academic Committees](#).

Section 4 - Functions and Responsibilities

(9) Subject to the [Charles Sturt University Act 1989 No 76](#), the [Charles Sturt University By-law 2005](#), 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, 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. monitor compliance with the [Higher Education Standards Framework \(Threshold Standards\) 2015](#) (HESF), with specific reference to curriculum, learning and teaching matters, and consider any required policies or strategies to support improved performance in quality;
- d. make recommendations to Academic Senate on standards and measures of quality for courses and learning and teaching in the University;
- e. 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;
- f. determine the review cycle for courses and monitor the implementation of curriculum review and renewal in Faculties and report findings to Academic Senate;
- 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; and
- l. Receive the co-ordinated annual assessment and moderation report for consideration, and advice to Academic Senate.

Section 5 - Meetings

Quorum

(10) A quorum shall be half the membership plus one of the Curriculum, Learning and Teaching Committee.

Meetings

(11) Meetings will be published by the Office of Governance and Corporate Affairs in an annual schedule.

Agendas and Minutes

(12) Agendas are circulated to the Committee one week prior to the Committee meeting.

(13) Minutes of the Committee are circulated to Committee members following the meeting. Minutes of the meeting are reported to the Academic Senate.

Conflicts of Interest

(14) Where a member has a perceived or material conflict of interest, they must declare this to the Chair and at the Committee meeting prior to discussion of the item of business.

Variations

(15) Variations to the terms of reference and/or membership of the Committee must be approved by the Academic Senate.

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