

# Smart Learning - Faculty Courses Leadership and Management Committee - Membership and Terms of Reference

## Section 1 - Membership

### Composition

(1) The Committee shall comprise:

- a. Executive Dean of the Faculty - Presiding Officer;
- b. Associate or Sub Deans (Learning and Teaching) of the Faculty;
- c. Early Adopting Course (EAC), Heads of School of the Faculty;
- d. Early Adopting Course (EAC), Course Directors of the Faculty;
- e. one non- Early Adopting Course (EAC), Course Director of the Faculty;
- f. Faculty Manager, Educational Designers;
- g. Smart Learning, Course Director;
- h. a representative from academic student services, nominated by the Dean of Students; and
- i. a representative from Division of Library Services, nominated by the Executive Director.

### Secretary

(2) The Secretary to the Committee will be the Faculty Courses Committee secretary.

### Terms of Office

(3) The Committee will govern the early adopting courses for the Faculty in the Smart Learning project, in 2014.

### Right of Audience and Debate

The Presiding Officer may grant right of audience and debate to non-members, as required.

## Section 2 - Terms of Reference

(4) Subject to the Act, the By-law, the Rules or Resolutions of the Council, and to the Resolutions of the Academic Senate, the Faculty Smart Learning Courses and Leadership Management Committee shall have delegated authority from the Academic Senate with respect to the "early adopting" courses in the Smart Learning project, to:

- a. act in place of the Faculty Courses Committee (FCC) of the Academic Senate, in the role as outlined in the revised (for early adopters) course accreditation and new learning and teaching policies of Academic Senate;
- b. oversee implementation of the revised [Course Accreditation Policy](#) of Academic Senate and learning and teaching policy, at the Faculty level;
- c. collaboratively manage course and subject quality at the Faculty level, including course design and quality

assurance processes;

- d. design, document and implement course leadership teams that steer the goal setting, implementing, reflecting and problem-solving for one or more courses, including:
  - i. allocation/redistribution of resources;
  - ii. compliance around workload policy; and
  - iii. overseeing the formation of course design teams and subject teams;
- e. lead, develop and document communication and decision making systems to enable the course leadership teams, Heads of School and Course Directors to collaborate on course quality and learning and teaching at the University, with clear identification of roles and responsibilities, if different from general Smart Learning guidelines;
- f. receive regular reports from course leadership teams using the Faculty array in Smart Tools, and act on these in ways outlined in the policies listed at clause 4b (above), including: goal-setting, implementing, reflecting, affirming and problem-solving, at the Faculty level; and recommending approval of baseline design, products, assessments, subjects and learning experiences to the University Smart Learning Courses Leadership and Management Committee in a timely manner;
- g. report to the Faculty Courses Committee on progress of the early adoption process; and
- h. act as the change management group for the Faculty, as specified in the Smart Learning change management plan.

## Section 3 - Miscellaneous

### Meetings

(5) The Faculty Smart Learning Courses and Leadership Management Committee shall meet monthly as scheduled from March, 2014.

### Minutes

(6) Minutes of meetings of the Faculty Smart Learning Courses and Leadership Management Committee shall reflect the Smart Learning process, in that much feedback on proposals will instead be captured in the process of design, within Smart Tools. Any notes or minutes from the meetings will be recorded in a style not necessarily equivalent to that required in the [Boards and Committee Policy — Conduct of Meetings of Academic Committees](#), but will 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
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