

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

## Section 1 - Membership

### Composition

(1) The Committee shall comprise:

- a. Pro Vice-Chancellor (Learning and Teaching) - Presiding Officer;
- b. Executive Deans of Faculty;
- c. Associate Deans (or Sub-Deans), Learning and Teaching, of each Faculty;
- d. Dean of Students
- e. Director, Educational Design and Media;
- f. Director, Learning Design's
- g. Director, Education for Practice Institute (EFPI);
- h. Executive Director, Division of Library Services
- i. Deputy Director Governance and Academic Secretary and
- j. one representative of the Academic Senate, elected by and from the Academic Senate.

### Secretary

(2) The Secretary to the Committee will be the Deputy Director Governance and Academic Secretary, or nominee.

### Terms of Office

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

### Right of Audience and Debate

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

## Section 2 - Terms of Reference

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

- a. act in place of the Curriculum, Learning and Teaching Committee (CLTC) of the Academic Senate and University Course Planning Committee of the Vice-Chancellor, in their roles 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;
- c. collaboratively manage course quality at the University level, including course design and quality assurance processes;
- d. Enact the process of goal-setting, implementing, reflecting, affirming and problem-solving at the University level, focusing on:
  - i. alignment and adherence to workload policy;
  - ii. Enterprise Bargaining (EB) and performance management changes (if any);
  - iii. allocation/redistribution of resources;
  - iv. resolving inter-Faculty/service teaching issues;
  - v. resolving university-level issues with broader systems/processes;
  - vi. monitoring and reviewing the early adoption phase to enable further changes/initiatives for the 2015 shift to implementation phase; and
  - vii. determining how and when changes can be made in Smart Tools once Faculty Courses Committees have approved an early adopting course;
- e. receive regular reports from the Faculty-level leadership teams using the Faculty array in Smart Tools, and act on these in ways outlined in the policies listed in the [CSU Policy Library](#);
- f. approve courses and subjects designed in Smart Learning for the early adopting courses, with this approval to be ratified by the existing Faculty Courses Committees
- g. monitor formal service teaching (inter-Faculty teaching) arrangements against existing policy, and determine of which courses service teaching teams are to be members; and
- h. report to the Curriculum, Learning and Teaching Committee and University Course Planning Committee on progress of the early adoption process.

## Section 3 - Miscellaneous

### Meetings

(6) The Smart Learning Courses and Leadership Management Committee shall meet 27 May, 9 September and 9 December to approve the three waypoint phases of the process.

### Minutes

(7) Minutes of meetings of the 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 [Rule for 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
<b>Effective Date</b>	1st August 2014
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<b>Unit Head</b>	Cassandra Webeck University Secretary +61 2 6338 4258
<b>Author</b>	Nicholas Drengenberg Deputy Director Governance and Academic Secretary +61 2 63384831
<b>Enquiries Contact</b>	Office of Governance and Corporate Affairs +61 2 63384207