

Academic Senate - Workplace Learning Committee - Membership and Terms of Reference

Section 1 - Establishment

(1) The Workplace Learning Committee was approved by the Academic Senate on 14 September 2016 (AS 16/143) to replace the Workplace Learning Excellence Committee, which was established by the Academic Senate on 30 November 2011 (AS 11/61) to replace the University Clinical Excellence Committee, established by the Academic Senate in 2009 on the recommendation of the Deputy Vice-Chancellor (Academic).

Background

(2) Charles Sturt University (the University) has a responsibility to ensure good governance and management practices around risk and quality issues pertaining to the workplace learning component of its courses.

Purpose

(3) The purpose of the Workplace Learning Committee is to provide advice and make recommendations to the Curriculum, Learning and Teaching Committee on academic policies relating to the conduct of workplace learning at the University and issues of risk and quality.

Section 2 - Glossary

(4) For the purpose of this document:

- a. Committee - means the Workplace Learning Committee.

Section 3 - Membership

(5) The members of the Committee shall be:

- a. a nominee of the Executive Dean of each Faculty;
- b. two nominees of the Pro Vice-Chancellor (Learning and Teaching);
- c. one nominee of the Executive Director, Student Success;
- d. the University Ombudsman;
- e. a Legal Officer from the Office of Governance and Corporate Affairs;
- f. Sub Dean (Workplace Learning)s from each Faculty; and
- g. Workplace Learning Administration Managers from each Faculty.

(6) Right of Audience and Debate shall be granted to the:

- a. Manager, CSU Global.

Presiding Officer and Deputy Presiding Officer

(7) The Presiding Officer of the Workplace Learning Committee shall be appointed by the Deputy Vice-Chancellor (Academic) from amongst the membership of the Committee.

(8) The Deputy Presiding Officer will be nominated and elected by and from the members of the Committee.

Terms of Office

(9) The term of office of nominated, appointed and elected members of the Committee shall be two years.

Workplace Learning Committee Executive Group

(10) An Executive Group, comprising the Presiding Officer, Deputy Presiding Officer and Legal Officer will meet to decide urgent matters of risk that have been referred to the Committee which arise between meetings of the Committee. The Executive Group shall make determinations in relation to risk issues in accordance with Workplace Learning policies approved by Academic Senate and in accordance with the University's [Risk Management Policy](#).

Section 4 - Functions and Responsibilities

(11) The Committee shall:

- a. develop and review academic policies relating to the conduct of workplace learning at the University and recommend to the Curriculum, Learning and Teaching Committee that they be approved by the Academic Senate;
- b. consider academic risk-related issues associated with the conduct of workplace learning at the University and submit recommendations to the Curriculum, Learning and Teaching Committee, and through it to the Deputy Vice-Chancellor (Academic), the Academic Senate and Faculties, about those risks;
- c. receive reports that address these Terms of Reference from the Faculties, Workplace Learning Network, and management committees of University Clinics pertaining to the quality of the conduct of workplace learning associated with the University's courses; and
- d. provide advice and recommendations on academic issues which affect the conduct of workplace learning that have been referred to the Committee by the Academic Senate, through the Curriculum, Learning and Teaching Committee.

Section 5 - Meetings

(12) The Committee shall conduct five ordinary meetings each year.

Agendas and Minutes

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

(14) An agenda item promoting the discussion of key sub topics of interest to members of the Committee will be included as a standing agenda item in agendas for meetings. This item of business will be considered after all other matters of business have been considered at a meeting.

(15) Minutes of the Committee meeting are circulated to Committee members following the meeting. Minutes of the Committee meeting are submitted to the Curriculum, Learning and Teaching Committee following the meeting.

Conflict of Interest

(16) 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 to the item of business.

Variations

(17) Variations to the terms of reference and / or membership of the Committee may be approved by the Curriculum, Learning and Teaching Committee on behalf of the Academic Senate.

Status and Details

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