Teaching and Learning Committee (constitution)


Position of the Committee within the University of Western Australia

1. The Teaching and Learning Committee is a standing committee of the Academic Council.

Role

2. The role of the Teaching and Learning Committee is to—
   (a) advise and make recommendations to the Academic Council and/or other University bodies or officers, as appropriate, on—
   (i) matters relating to teaching and learning in the University including all aspects of the student learning experience, and the University's education strategy; Teaching and Learning Management Plan;
   (ii) the quality of teaching and learning in the institution;
   (iii) means of assessing and improving the quality of teaching and learning;
   (iv) means of encouraging and rewarding high quality teaching and learning;
   (v) the use of technology in teaching and learning;
   (vi) research studies on teaching and learning; and
   (vii) matters arising through liaison with relevant external bodies; and
   (b) allocate its annual budget to support and promote high quality teaching and learning.

Membership

3.(1) The committee comprises:
   (a) the Deputy Vice-Chancellor (Education) as Chair;
   (b) the Chair of the Academic Board who may nominate a member of the Board to act in their stead;
   (c) the Dean of Coursework Studies;
   (d) the Pro Vice-Chancellor (International)
   (ed) the Director, Centre for the Advancement of Teaching and Learning;
   (fe) the University Librarian and Director (Information Management), or nominee;
   (gf) the President of the Guild of Undergraduates;
   (hg) the President of the Postgraduate Students' Association, or nominee;
   (ib) the chair of each faculty teaching and learning/education committee or nominee of the dean of the faculty;
   (ji) the Dean of the School of Indigenous Studies, or nominee; and
   (kj) up to two co-opted members, if required for balance or specific expertise.
(2) The Chair may appoint a Deputy Chair from among the members to perform essential duties in the Chair’s absence.

(3) Co-opted members are appointed for one year and may be reappointed.

Standing Invitees
4. Standing invitees are invited to attend the meetings of the Teaching and Learning Committee from the following:
   (a) the Graduate Research and Scholarships Office;
   (b) the Institutional Research Unit;
   (c) Student Services;
   (d) Information Services;
   (e) Regional Programs;
   (f) the International Centre; and
   (g) the colleges.¹

¹ Includes the University’s Hall of Residence, University Hall (formerly Currie Hall).

Skills and/or Qualifications of Members and Standing Invitees
5. It is desirable that members and standing invitees have a leadership role within the teaching and learning/education portfolio in their respective functional area, or other leadership role related to the student learning experience, and this important role is to be taken into account when nominees are appointed.

Quorum
6. The quorum for the Teaching and Learning Committee is half the current membership plus one.

Decisions
7.(1) Each member has a vote.
   (2) The Chair has an ordinary vote and a casting vote.
   (3) Standing invitees do not have a vote.

Frequency of Meetings
8. The Committee meets up to eight times per annum.

Delegation
9.(1) Where Teaching and Learning Committee schemes are formulated for the purposes of 2(b) with clear guidelines, the administering bodies established to oversee the day-to-day operation of the schemes are delegated with the Committee’s authority to make and action decisions that are within the parameters of the guidelines.

(2) Any changes to existing guidelines or policies for Teaching and Learning Committee schemes must be forwarded by the administering body to the Teaching and Learning Committee for its approval.

NOTES:
Local Decision-making Map
A decision-making map illustrating where the committee's business comes from and where its recommendations or decisions go is available at http://www.teachingandlearning.uwa.edu.au/page/145254.

Local Communications Map
A communications map illustrating where information comes to the committee from and which committees or groups need to be informed of the committee's decisions is available at http://www.teachingandlearning.uwa.edu.au/page/145254.