MINUTES OF A MEETING TO REVIEW THE STANDING COMMITTEES OF
THE TEACHING AND LEARNING COMMITTEE
HELD ON 15 OCTOBER 2012 IN MEETING ROOM W1

Standing Committee Review Members Present
UWA Business School (Winthrop Professor Philip Hancock), Chair
Director, Centre for the Advancement of Teaching and Learning (Winthrop Professor Denise Chalmers)
Professor Sally Sandover, Academic Director, Educational Strategies Office

Ms Sally Jackson, Administrative Officer, Academic Policy Services
Ms Kaye Macpherson-Smith, Executive Officer, Academic Policy Services

Apology
Pro Vice-Chancellor (Education) (Winthrop Professor Jane Long) – Chair, Teaching and Learning Committee

Background
The Chairs and Deputy Chair of the Teaching and Learning Committee’s Standing Committees met to review the four Standing Committees:

- The Assessment and Evaluation Standing Committee
- The Awards Standing Committee
- The eLearning and Learning Spaces Standing Committee
- The Grants and Schemes Standing Committee

Attendees were provided with a copy of the minutes extract from the TLC, 1 March 2012 meeting, when a report provided by the TLC Chair was discussed (Attachment A). The report outlined the current arrangements for Standing Committees. Attendees were also provided with a copy of the TLC Chair’s recommendations on Standing Committee membership as provided at the 1 March TLC meeting (Attachment B); and a copy of each Standing Committee’s current membership (Attachment C).

It was noted that the purpose of this meeting was to consider the ongoing memberships of each Standing Committee and the 2013 meeting requirements for each Standing Committee.

Each Standing Committee was considered:

The Grants and Schemes Standing Committee
- It was noted that during the course of 2012 this Standing Committee had functioned well; it had also added a new schemes to be overseen starting from 2012. The existing Postgraduate Teaching Internship and Teaching Fellowship Schemes continued to be popular and attracted strong applicants.
- It was considered the current membership was mainly from the Arts area and that it would be beneficial to include representation from the Engineering/Science area (suggested to invite Cara MacNish or Peter Whipp as members. Mark Israel had offered to join another Standing Committee.
- Current members (with acknowledgement of the above changes) to be reappointed.
- It was agreed to maintain the current meeting schedule for 2013.

The eLearning and Learning Spaces Standing Committee
- It was noted that there had been increased engagement from members this year.
- It was suggested that the Director, Facilities Management, or a nominee of the Director, would be a relevant addition to this Standing Committee. It was suggested the Director should be invited to nominate a member.
- It was noted that an ALVA faculty representative was less relevant to this committee and may be better serving on one of the other standing committees.
• It was suggested that a co-optee with e-learning experience from a teaching faculty would be an asset to this Standing Committee (suggested Prof Stuart Bunt – the likelihood of his availability was to be checked by Prof Chalmers).

The Assessment and Evaluation Standing Committee
• It was noted that this Standing Committee had not had a lot of agenda items during the year.
• It was suggested the membership should be revisited; a Faculty of Science member was proposed.
• A retired member's replacement was still to be determined.
• It was suggested that the incoming Deputy Vice Chancellor (Education) may elect to Chair this Standing Committee in 2013, in which case the membership and meeting schedule would need to be discussed with him.
• It was agreed that in the interim W/Prof Hancock would confer verbally with the incoming DVC, and would write to him with a view to confirmation in early 2013 of the Chair person.

The Awards Standing Committee
• It was noted that it usually takes some time for new members to come up to speed with this Standing Committee's discussions.
• The current Deputy Chair requested that past winners or assessors of citations be invited as co-opted members (x 2) for one year.
• It was suggested that it would be preferable for ‘a nominee of the Registrar’ to be a member rather than both Student Services and Academic Policy Services representatives being members.
• It was suggested that the incoming Deputy Vice Chancellor (Education) may elect to Chair this Standing Committee in 2013, in which case the membership and meeting schedule would need to be discussed with him.

During the course of the meeting members were aware that any changes to the Standing Committee memberships would need to meet the requirements of each committee’s constitution, and if there were compelling reasons for any constitutional changes the appropriate channels to revise the constitutions would need to be followed.

Pending further discussion with the incoming Deputy Vice Chancellor (Education), the suggested membership changes would be pursued as noted, and discussed more fully with the incoming Deputy Vice Chancellor (Education) early in 2013.

Prepared by Kaye Macpherson-Smith
Executive Officer, APS
29 October 2012
4. RECOMMENDATION FOR TEACHING AND LEARNING STANDING COMMITTEES – REFS: F29274, F27831, F29379, F30166

Members were reminded that the Teaching and Learning Committee operates with four standing committees sitting beneath, and reporting to it, to facilitate the transaction of business in key areas of activity. As established in 2009, the Standing Committees are:

- The Assessment and Evaluation Standing Committee
- The Awards Standing Committee
- The eLearning and Learning Spaces Standing Committee
- The Grants and Schemes Standing Committee

Members had before them a report from the Chair which outlined the current arrangements for the Chairs of the Standing Committees, acting as nominees of the Chair of the Teaching and Learning Committee, to nominate co-optees to the Standing Committees. Information was also provided on the informal review of the Standing Committees to be conducted during 2012 by the Chair and Deputy Chair of this committee. Members were advised a review report would be provided at the September committee meeting.

The Chair explained that in the interim, some Standing Committee Chairs had requested for their capacity to invite people to serve on Standing Committees to be expanded in consultation with the Chair and Deputy Chair of the Teaching and Learning Committee, to assist in progressing business during 2012.

In respect of co-optees, and effective for 2012, the Chair recommended:

That the number of co-optees that may be recruited to assist in progressing the Teaching and Learning Standing Committees’ work be increased, from up to two, to up to five, at the discretion of the Standing Committee Chair and with the agreement of the Chair of the Teaching and Learning Committee.

The Chair sought in-principle endorsement of a proposal for all Standing Committee members to have terms of two years, renewable by invitation, with the exception of Chairs who were nominees.

No questions were raised in response to the Chair’s explanation of the recommendation and proposal and members

RESOLVED – TLC 2/12

(i) that the number of co-optees that may be recruited to assist in progressing the Teaching and Learning Standing Committees’ work be increased, from up to two, to up to five, at the discretion of the Standing Committee Chair and with the agreement of the Chair of the Teaching and Learning Committee, and

(ii) that the constitutions of the four Standing Committees be amended accordingly

RESOLVED – TLC 3/12

to endorse in-principle that all Standing Committee members will have terms of two years, renewable by invitation, with the exception of Chairs who are nominees, and that this proposal will be detailed in the forthcoming review.
Chair’s recommendation on Standing Committee membership

Members will be aware that the Teaching and Learning Committee operates with four standing committees sitting beneath, and reporting to, it, to facilitate the transaction of business in key areas of activity. These standing committees, established in 2009, are:

- The Assessment and Evaluation Standing Committee
- The Awards Standing Committee
- The eLearning and Learning Spaces Standing Committee
- The Grants and Schemes Standing Committee

The membership and constitutions of these standing committees have been endorsed by the Teaching and Learning Committee. In all cases, the Chairs of standing committees, acting as nominees of the Chair of the Teaching and Learning Committee, may nominate co-optees to the standing committees to ensure appropriate expertise in relation to the work at hand.

To ensure that the standing committees’ functions remain relevant, well-informed, and appropriately constituted, the Chair and Deputy Chair will conduct an informal review of the standing committees during 2012: their work, their membership, and their constitutions in the context of the teaching and learning agenda at UWA— and will report to the Teaching and Learning Committee with any recommendations at the September meeting of the Committee.

In the interim, some Chairs have requested that the capacity for them to invite people to serve on standing committees be expanded in consultation with the Chair and Deputy Chair of the Teaching and Learning Committee, to assist in progressing business during 2012.

It has further been mooted that, with the exception of Chairs who are nominees, all members of standing committees should have terms of two years, renewable by invitation. Whilst this proposal will be considered more fully in the context of the informal review, the Chair seeks in-principle endorsement of this proposal at this earlier stage, to facilitate the planning work that will accompany the review.

In respect of co-optees, and effective for 2012, the Chair recommends:

That the number of co-optees that may be recruited to assist in progressing the Teaching and Learning standing committees’ work be increased, from up to two, to up to five, at the discretion of the standing committee Chair and with the agreement of the Chair of the Teaching and Learning Committee.

W/Professor Jane Long
Chair, Teaching and Learning Committee
20 Feb 2012
ATTACHMENT C

MEMBERS OF THE ASSESSMENT AND EVALUATION STANDING COMMITTEE
Pro Vice-Chancellor (Education) (Winthrop Professor Jane Long) – Chair
Nominee of the Chair of the Academic Board (Winthrop Professor Linc Schmitt)
Director of Centre for Advancement of Teaching and Learning (Winthrop Professor Denise Chalmers)
Director of Institutional Research Unit (Dr Greg Marie)
President of the Guild (Mr Matthew McKenzie)
Director of Student Services (Mr Jon Stubbs)
Faculty representatives from the University’s Teaching and Learning Committee:
  Associate Dean (Teaching and Learning), Faculty of Engineering, Computing and Mathematics (Professor Cara MacNish)
  Associate Dean (Teaching and Learning), Faculty of Natural and Agricultural Sciences (Dr Brenton Knott)
Associate Dean (Teaching and Learning), Faculty of Medicine, Dentistry and Health Sciences (Professor Sandra Carr)
UWA Business School (Assistant Professor Eileen Thompson) – Deputy Chair
Higher Education Development (Evaluations), CATL (Professor Sid Nair)

Ms Sally Jackson (Academic Policy Services) - Executive Officer

MEMBERS OF THE eLEARNING AND LEARNING SPACES STANDING COMMITTEE
Director of Centre for Advancement of Teaching and Learning (W/Professor Denise Chalmers) – Chair
Nominee of the Executive Director, Finance and Resources (Ms Rowan Maclean)
Nominee of the University Librarian and Director of Information Management (Ms Catherine Clark)
President of the Guild (Mr Matthew McKenzie)
Associate Dean (Teaching and Learning) (Faculty of Architecture, Landscape and Visual Arts), Mr Philip Goldswain
Associate Dean (Teaching and Learning) (Faculty of Arts, Humanities and Social Sciences), Dr Neil O’Sullivan
Associate Dean (Teaching and Learning) (Faculty of Life and Physical Sciences), Dr Peter Whipp
Associate Professor Mark Pegrum, (Graduate School of Education)

BY INVITATION (STANDING INVITEE)
Ms Rebecca Cameron, Manager, (Project Manager, Architecture and Design, Strategic Project Management) (Facilities Management Directorate)
Asst/Professor Shannon Johnston, Higher Education Development (eLearning) (Centre for Advancement of Teaching and Learning)

Ms Sally Jackson (Academic Policy Services) - Executive Officer

MEMBERS OF THE GRANTS AND SCHEMES STANDING COMMITTEE
Deputy Chair of the Teaching and Learning Committee, Chair (Professor Phi Hancock)
Director, Centre for the Advancement of Teaching and Learning (Winthrop Professor Denise Chalmers)
Dean of Graduate Research School (Winthrop Professor Alan Dench)
President of the Postgraduate Students' Association, or nominee (Ms Aisling Blackmore)
Faculty representative from the University’s Teaching and Learning Committee (Winthrop Professor Mark Israel)
Faculty representative from the University's Teaching and Learning Committee (Assistant Professor Elaine Sharpin)
Co-opted member (Assistant Professor Di Gardiner)
Co-opted member (Associate Professor Bonnie Thomas)
Co-opted member (Assistant Professor Lee Partridge)

Ms Sally Jackson (Academic Policy Services) - Executive Officer
MEMBERS OF THE AWARDS STANDING COMMITTEE
Pro Vice-Chancellor (Education) (Winthrop Professor Jane Long) – Chair
Academic Coordinator (UWA ALTC Support Office) (Professor Sally Sandover) – Deputy Chair
Nominee, Chair of the Academic Board (Winthrop Professor Linc Schmitt)
Director, Centre for the Advancement of Teaching & Learning (Winthrop Professor Denise Chalmers)
Director, Student Services (Mr Jon Stubbs)
Associate Director, Academic Policy Services (Mrs Sue Smurthwaite)
School of Indigenous Studies Representative from the University’s Teaching and Learning Committee (Assistant Professor Jeromy Harvey)
Professor Geoff Meyer (School of Anatomy and Human Biology)
President of the Guild (Mr Matthew McKenzie)

Ms Sally Jackson (Academic Policy Services) - Executive Officer