MEMBERS OF THE TEACHING AND LEARNING COMMITTEE
Pro Vice-Chancellor (Education) (Winthrop Professor Jane Long) – Chair
Associate Chair of the Academic Board (Pending)
Director, Centre for the Advancement of Teaching and Learning (Winthrop Professor Denise Chalmers)
University Librarian and Director (Information Management) (Dr Mary Davies)
President, Guild of Undergraduates (Mr Tom Antoniazzi)
President, Postgraduate Students’ Association (Mr Tijo Thomas)
Chair/Representative of each Faculty Teaching and Learning Committee:
  - Faculty of Architecture, Landscape and Visual Arts (Winthrop Professor William Taylor)
  - Faculty of Arts, Humanities and Social Sciences (Dr Neil O’Sullivan)
  - UWA Business School (Professor Philip Hancock) - Deputy Chair
  - Faculty of Education (Assistant Professor Elaine Sharplin)
  - Faculty of Engineering, Computing and Mathematics (Professor Cara MacNish)
  - Faculty of Law (Winthrop Professor Mark Israel)
  - Faculty of Life and Physical Sciences (Assistant Professor Peter Whipp)
  - Faculty of Medicine, Dentistry and Health Sciences (Associate Professor Sandra Carr)
  - Faculty of Natural and Agricultural Sciences (Dr Brenton Knott)
Nominee of the School of Indigenous Studies (Assistant Professor Jeromy Harvey)

BY INVITATION (STANDING INVITEES)
Mr Brian Greene, Associate Director, Policy and Planning, Information Technology Services (ITS)
Dr Sato Juniper, Graduate Research and Scholarships Office
Professor Sally Sandover, Co-ordinator of Regional Programs
Dr Greg Marie, Director, Institutional Research Unit (IRU)
Ms Siri Barrett-Lennard, English Language and Learning Skills Adviser, Student Services
Mr Kelly Smith, Director, International Centre
Mr Mike Shearer, Head of College (Trinity)

TEACHING AND LEARNING COMMITTEE CIRCULAR – 2 March 2011

ITEMS FOR DECISION BY CIRCULAR

As advised by email on 24 February the meeting of the Teaching and Learning Committee scheduled for Thursday, 3 March 2011 was cancelled.

Attached are items for members’ consideration. If you do not agree with the recommendations from the Chair or would prefer that the items be referred to the next meeting for discussion, please contact Ms Pip Rundle (pip.rundle@uwa.edu.au) no later than Thursday, 10 March 2011.

PIP RUNDLE
Senior Administrative Officer
Academic Policy Services
1. TEACHING AND LEARNING COMMITTEE CONSTITUTION – REF: F12155

Attached (Attachment A) for members' consideration is an amendment to the Teaching and Learning Committee Constitution. The current Constitution (Legislative Committee R96/09) states the membership of the Committee is to include:

3.(1)(b) the Chair of the Academic Board who may nominate the Deputy Chair or Associate Chair of the Board to act in their stead;

The Chair of the Academic Board; as a consequence of Professor Brett Kirk leaving The University of Western Australia; would like to nominate a Board member, Winthrop Professor Linc Schmitt, who is not the Chair's Deputy or Associate. Hence, the Chair of the Teaching and Learning Committee recommends the following amendment to the Teaching and Learning Committee Constitution:

3.(1)(b) the Chair of the Academic Board who may nominate a member of the Board to act in their stead;

This will facilitate Winthrop Professor Linc Schmitt's membership, to the Teaching and Learning Committee, and endorse the principle of broadened discretion in the selection of the nominee from the Academic Board to a wider pool of possible members with expertise and interest in teaching and learning.

For decision.
TEACHING AND LEARNING COMMITTEE
Constitution
Legislative Committee R96/09

This committee operates in accordance with the Principles and Rules for the Operation of Committees available at http://www.secretariat.uwa.edu.au/page/89528

Members must act in accordance with the University Committee Members’ Code of Conduct available at http://www.secretariat.uwa.edu.au/page/89528

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 the teaching and learning in the University, including all aspects of the student learning experience, and the University’s 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 Pro Vice-Chancellor (Teaching and Learning) as Chair;
(b) the Chair of the Academic Board who may nominate a member of the Board to act in their stead;
(c) the Director, Centre for the Advancement of Teaching and Learning;
(d) the University Librarian or nominee;
(e) the President of the Guild of Undergraduates;
(f) the President of the Postgraduate Students’ Association, or nominee;
(g) the chair of each faculty teaching and learning/education committee or nominee of the dean of the faculty;
(i) the Dean of the School of Indigenous Studies, or nominee; and
(j) up to two co-opted members, if required for balance or specific expertise.
(2) The Chair may appoint a Deputy Chair to perform essential duties in the Chair’s absence.
(3) Co-opted members are appointed for one year and may be re-appointed.

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 Technology Services ;
(e) Regional Programmes;
(f) the International Centre; and
(g) the colleges1.

1 Includes the University’s Hall of Residence, 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