Induction Program

Learning and Teaching Committee: Roles and Responsibilities

Chair:  Academic Provost

Secretary:  Manager, Committee Services
Session objectives

- an understanding of the Learning and Teaching Committee (LTC) and its role in University governance
- an overview of the University Learning and Teaching Strategy as implemented through the LTC
- knowledge of committee and meeting procedures for the LTC
- your role and responsibilities as a member
- how to increase your participation in the LTC
Welcome

Welcome to the membership of the Learning and Teaching Committee (LTC)

- LTC is chaired by the Academic Provost.
- LTC meets from 10am – 12pm on a Monday at least 6 times per calendar year.
- All meetings are video-conferenced across 2 campuses – Nathan and Gold Coast.
- Morning tea is served at the commencement of each meeting.
Learning and Teaching Committee role

As a sub-committee of Academic Committee, its primary role is to encourage best practice in the area of teaching and learning through:

- provision of advice on emerging learning and teaching issues
- development & implementation of granting, award and incentive schemes
- Commonwealth government initiatives
- evaluation of the University’s performance in learning and teaching
- promoting the University’s teaching activities.
Relationship of LTC to other committees
The Learning and Teaching Committee has one sub-committee that focuses on different aspects of learning and teaching.

- The **Educational Excellence Committee** is concerned with strategies related to recognising and rewarding excellence in learning and teaching and the management of such reward schemes.
Responsibilities

The Learning and Teaching Committee considers:

- learning and teaching issues of strategic importance to the University at the request of the Academic Provost
- development of new, or refinement of existing policies and procedures in the area of learning and teaching
- routine monitoring of the University's performance against established learning and teaching policies
Committee knowledge

As a new member you need to be aware of:

- LTC’s constitution, role and responsibilities
- the University’s program for encouraging, recognising and rewarding excellence in teaching
- the other members and why they attend
- responsibilities of the Chair and your responsibilities
Learning and teaching committee constitution

The constitution sets out

- LTC’s functions
- The responsibilities that Academic Committee has delegated to be undertaken by the LTC
- LTC’s membership

See [http://www.griffith.edu.au/committees](http://www.griffith.edu.au/committees) for the Learning and Teaching Committee Constitution
Learning and teaching committee membership

1. **Ex officio** - person is a member due to the position they hold

2. **Appointed** - an appointment made by a designated position or committee

3. **Co-opted** - an appointment made on the basis of a person’s expertise
Chairperson – role and responsibilities

- call, cancel and adjourn meetings
- set agendas and timetable discussion time for each item
- approve attendance of visitors and observers
- request that a complicated question be divided and put in the form of a number of motions
- have a second or the casting vote (when there is a tied vote)
Members – formal role and responsibilities

- request the inclusion of an item on the agenda
- request an amendment to the minutes on the grounds they are inaccurate
- familiarise themselves with agenda items in preparation for discussion
- have their dissension, abstention or vote recorded in the minute action sheet
Members – participating effectively

The LTC is a University-wide committee that deals with matters of major significance. Preparation is required for effective participation.

Here are some simple steps for active participation:

- think about your expectations of the Committee and why you sought nomination to the Committee
- be well prepared by reading all the papers and making notes about issues you wish to address
- support members who express views similar to your own at the meeting
- telephone the Chair or Secretary prior to the meeting to discuss a contribution you wish to make at the meeting, so they aware of your desire to speak at the meeting
- volunteer to be a member of a working group or to undertake a task the Committee requires to be completed.
Pre-meeting procedures

- **Distribution of agenda**
  
  Meeting paperwork is published on SharePoint, 4 working days prior to the meeting. If you require print copies of the paperwork, please contact the Secretary.

- **Notification of apologies**
  
  If you are unable to attend the meeting or are going to be delayed telephone the Secretary

- **Sending substitute members**
  
  Proxies are not permitted at any University committee meetings. Only *ex officio* members who are on approved leave and another person is acting in their position may be represented by someone else.

- **Videoconferencing**
  
  LTC is video-conferenced between 2 campuses – Nathan and Gold Coast
Format of the agenda

1. Name of Committee & meeting number for the year is positioned on the top right hand corner of every page of the committee agenda.

2. First items on an agenda are: Apologies, Confirmation of Minutes, Declaration of Interest, Membership and Chair’s Report.

3. These items should be followed by a statement on the ordering of the agenda, at which point, members of a committee may propose to change the order of the agenda.

4. Agenda is printed on green paper.
The business of the agenda is divided into three parts:

Section I: Matters for Debate and Decision

Section II: Matters Requiring Ratification of Executive Action

Section III: Matters for Noting and where Appropriate Acceptance of Recommendation
Meeting procedures

- **Opening of the meeting**
  Meetings commence at 10am. Standard items considered at the beginning of each meeting include: apologies, membership, confirmation of the minutes, chairperson’s report, presentation briefings and the order of the agenda.

- **Order of the agenda**
  Members of a committee may propose to change the order of the agenda, bringing items from Sections II and III to Section I of the agenda.

- **Raising items for discussion**
  If you wish to raise other matters not listed on the Agenda, then you may do so under “Other Business” by contacting the Chair or Secretary prior to the meeting.

- **Voting in meeting**
  It is not generally the Committee’s practice to vote on items. If voting does occur it may be by a show of hands or via a secret ballot.
Post-meeting action

- The Secretary prepares the Minutes – in the course of this activity members may be contacted to confirm tasks they have agreed to undertake.

- Minutes will be written within a fortnight of the meeting.

- All members will be advised by email of the publication of the minutes at the Learning and Teaching Committee SharePoint site:

What is Team Place

- A collaborative online communication tool for committee members to access and share information relating to their committee (e.g., agendas, minute action sheet, discussion papers)
- Ensures valuable electronic discussion on particular issue is stored at one location (via Bulletin Board discussion forum feature)
- Accessible to Committee members only
- University Committees’ SharePoint
  [https://committees.griffith.edu.au/Pages/Home.aspx](https://committees.griffith.edu.au/Pages/Home.aspx)
Resources

- University Committees’ Site
  www.griffith.edu.au/committees

- Academic Policies can be found at:
  www.griffith.edu.au/policylibrary

- Campus maps
  www.griffith.edu.au/about_us