

LEARNING AND TEACHING COMMITTEE CONSTITUTION

Sub-Committee of the Academic Committee

(2023/0000012)

Established by Academic Committee at its 3/2005 meeting

Constitution last amended: Academic Committee 01/2023 meeting (16.03.2023)

ROLE

- 1 The role of the Learning and Teaching Committee is to make recommendations to the Academic Committee on strategic planning, policy, and quality assurance issues in relation to learning, teaching, the conduct of assessment, the student experience, and delivery of curricula in accordance with the *Functions* described below (*section 3*). The Learning and Teaching Committee's work is also guided by the University's *Academic Plan*.

In undertaking its role Learning and Teaching Committee contributes to the University meeting the requirements of the following *Domains* and/or *Standards* within the *Higher Education Standards Framework (Threshold Standards) 2021* (HESF 2021):

- (a) Domain 1 Student Participation and Attainment
 - Standard 1.1 – Admission
 - Standard 1.3 – Orientation and Progression
 - Standard 1.4 – Learning Outcomes and Assessment
- (b) Domain 2 Learning Environment
 - Standard 2.1 – Facilities and Infrastructure
 - Standard 2.2 – Diversity and Equity
 - Standard 2.3 – Wellbeing and Safety
 - Standard 2.4 – Student Grievances and Complaints
- (c) Domain 3 Teaching
 - Standard 3.1 – Course Design
 - Standard 3.2 – Staffing
 - Standard 3.3 – Learning Resources and Educational Support
- (d) Domain 5 Institutional Quality Assurance
 - Standard 5.2 – Academic and Research Integrity
 - Standard 5.3 – Monitoring, Review and Improvement
- (e) Domain 7 Representation, Information and Information Management
 - Standard 7.2 – Information for Prospective and Current Students

INTERPRETATION

- 2 In this constitution, references to academic elements and academic management positions shall be as defined in *Structure and Governance of Academic Groups of the University*.

FUNCTIONS

- 3 Learning and Teaching Committee is responsible for:
 - (a) reviewing and monitoring the effectiveness of the *Griffith Academic Plan* by scanning the sector and identifying emerging learning, assessment and teaching issues;
 - (b) developing policies and procedures in relation to learning, teaching, assessment and employability in support of the implementation of the *Griffith Academic Plan* and key supporting plans;
 - (c) approving policies and procedures as set out in the University's Delegations Register (refer [Delegations Framework](#)).

- (d) supporting the oversight of the University's national learning and teaching grant and award strategy, and internal grant and award schemes;
- (e) monitoring the University's learning and teaching performance routinely against established benchmarks and standards, including the *Higher Education Standards Framework*, and advising on their effectiveness as measures of performance;
- (f) responding to Commonwealth government initiatives to promote and enhance learning and teaching, including courses of action available to the University and their possible implications;
- (g) providing advice on the strategic development of learning and teaching practices (pedagogy) and educational resources (physical spaces, technological and information) in support of *The Griffith Academic Plan* and its supporting strategies;
- (h) articulating, implementing and monitoring standards for learning and teaching at Griffith, including:
 - i. providing advice on teaching related aspects of academic staff recruitment, performance and development;
 - ii. providing advice on the assurance of learning outcomes, consensus moderation, integrity of student assessment, marking and grading practices; and
 - iii. providing advice on learning and teaching management and administrative systems, procedures and practices.

DELEGATED AUTHORITIES

- 4 Academic Committee has delegated authority to Learning and Teaching Committee to discharge the following functions:
 - (a) approve policies/procedures as set out in the [Policy Governance Framework](#) and [Delegations Register](#)
 - (b) oversee arrangements for the management and review processes associated with the student evaluation of courses and teaching
 - (c) establish standing sub-committees from time to time and approve proposed changes to the respective constitution for each sub-committee.

MEMBERSHIP

- 5 The members of the Committee shall be:
 - (a) the Deputy Vice Chancellor (Education) as Chairperson, *ex officio*;
 - (b) the Pro Vice Chancellor (Learning and Teaching), as Deputy Chair, *ex officio*;
 - (c) the Deputy Vice Chancellor (Indigenous, Diversity and Inclusion), or nominee
 - (d) the Chair, Programs Committee, *ex officio*;
 - (e) the Dean, Learning Futures, *ex officio*;
 - (f) the Dean (Learning and Teaching) from each Academic Group, *ex officio*;
 - (g) the Dean (Learning and Teaching - Indigenous), *ex officio*;
 - (h) the Dean (Career Readiness), *ex officio*;
 - (i) the Director, Curriculum, Learning Futures, *ex officio*
 - (j) the Registrar, Student Life, *ex officio*;
 - (k) the University Librarian, *ex officio*;
 - (l) the Chief Digital Officer, or nominee;
 - (m) four full-time academic staff members of the University, appointed by the Group Pro Vice Chancellors from among the senior academic staff of the University. One member shall be from each Group;

- (n) one undergraduate student and one coursework postgraduate student, appointed by the Chair. Each member shall be from a different Group;
 - (o) one student representing First Peoples, appointed by the Chair;
 - (p) additional senior staff with specialist expertise in learning, assessment and teaching appointed by the Chair.
- 6 In appointing members to categories 5(m), 5(n) and 5(o) consideration should be given to gender representation and campus representation.

TERMS OF OFFICE

- 7 All members, who are not *ex officio* members of the Committee or student representatives, shall be appointed for a term of office of two years, up to 31 December of the relevant anniversary year.
- 8 Student representatives shall be appointed for a term of office for one year up to 31 December of the relevant anniversary year.
- 9 As far as practicable, to ensure continuity of Committee membership, the terms of office for members appointed under category 5(m) shall be such that the term of office may expire at any one time for no more than two members.
- 10 All appointed members shall be eligible for re-appointment; but not normally for more than two successive terms.

CHAIRPERSON

- 11 The Chairperson of the Committee shall be the Deputy Vice Chancellor (Education). The standing Deputy Chair shall be the Pro Vice Chancellor (Learning and Teaching).

SECRETARY

- 12 The Registrar, Student Life will appoint the secretary of the Committee.

SUB-COMMITTEE

- 13 The Committee may establish standing committees, working parties, or sprint teams of an *ad hoc* nature from time to time.
- 13 The Student Experience Sub-Committee is the Committee's current standing sub-committee.

MEETINGS

- 14 Learning and Teaching Committee shall meet as required and not less than five times every calendar year.
- 15 The Committee shall have the authority to invite, from time to time, other persons to attend particular meetings, to advise the Committee, or to participate in debate on particular matters.

WORK PLAN

- 16 Learning and Teaching Committee will provide an annual Work Plan to the Academic Committee for review and endorsement prior to the Plan's scheduled commencement.

REPORTING

- 17 Learning and Teaching Committee shall report its activities to the Academic Committee. The Committee will provide an annual Report to the Academic Committee.
- 18 Learning and Teaching Committee shall undertake a review of this Constitution, in conjunction with the preparation of the annual report, and propose to Academic Committee any amendments considered necessary to ensure the Constitution remains current.