

Induction Program

Learning and Teaching Committee: Roles and Responsibilities

Chair: Professor Debra Henly

Deputy Vice Chancellor (Academic)

Secretary: Mark Fisher

Manager, Committee Services

Welcome

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

- LTC is chaired by Professor Debra Henly, Deputy Vice Chancellor (Academic).
- LTC meets in 2018 from 10am – 12pm on Mondays:
26 February, 26 March, 30 April, 28 May, 26 June, 30 July, 27 August, 24 September, 29 October and 26 November.
- 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

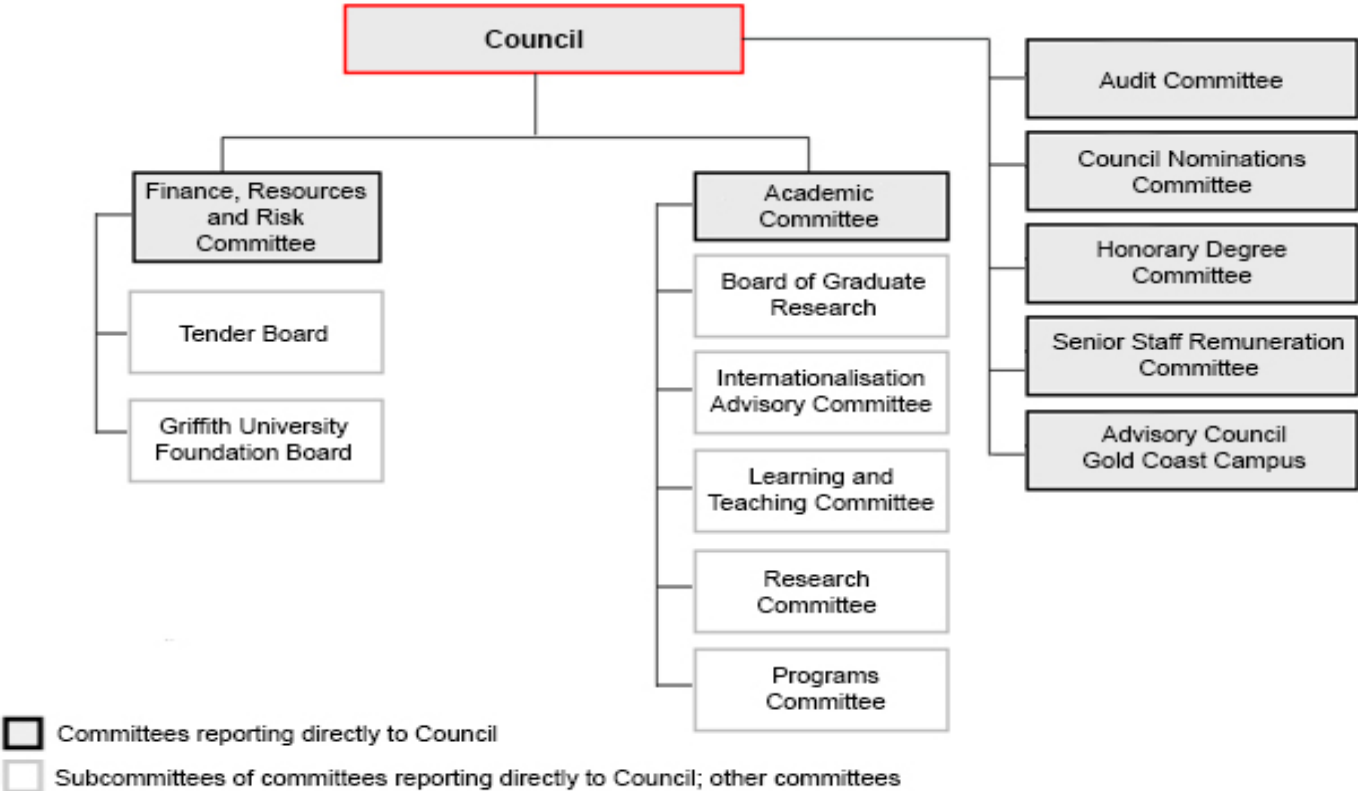
As a sub-committee of Academic Committee, its primary role is to encourage best practice in the area of teaching and learning through:

- 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



Griffith University Council and its committees



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> 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 are 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.

Business of the agenda

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:

<https://committees.griffith.edu.au/sites/learning-and-teaching/SitePages/Welcome.aspx>

What is Team Place

- A collaborative online communication tool for committee members to access and share information relating to their committee (eg 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>

Resources

- University Committees' Site:
www.griffith.edu.au/committees
- Academic Policies can be found at:
<http://policies.griffith.edu.au/>
- Campus maps:
www.griffith.edu.au/about-griffith/campuses/campus-maps