

FAD FACULTY TEACHING AND LEARNING COMMITTEE

PURPOSE AND FUNCTION

The role of the FAD Faculty Teaching and Learning Committee (FTLC) is to provide leadership in teaching and learning within the Faculty. In conjunction with the Associate Deans of Education (ADEs), the FTLC will assist in the development of procedures and strategies that enhance the quality and culture of teaching and learning across the Faculty.

This is NOT a governance committee as it has no formal governance decision-making powers and so is a management committee. Anything from this committee should feed up into the Faculty Board for consideration, (endorsement or approval) and then be progressed to UEC and AB when applicable.

TERMS OF REFERENCE

1. To make recommendations to the Faculty Board and the Faculty Executive Dean on Policies and Procedures relating to the:
 - a. development and delivery of courses
 - b. quality of teaching and learning
 - c. resource requirements for quality teaching and learning
 - d. implementation of flexible/ innovative learning strategies
 - e. exceptional student experience and world ready graduates
2. To monitor the quality, integrity and coherence of academic programs
3. To ensure that all stages of the Quality Cycle are attended to in teaching and learning
4. To assess the validity and quality of new courses and units
5. To review the teaching and learning activities within the Faculty including units, courses and programs
6. To develop and implement strategies that encourage excellence and innovation in teaching and learning
7. To monitor the outcomes and advise on the Faculty response to the annual QILT Surveys (SES/GOS/ESS)
8. To monitor the progress and outcomes of course accreditation activities and Course Advisory Groups (CAGs)
9. To advise on other matters referred to it by the Faculty Board and the Faculty Executive
10. To establish relevant sub-committees or working groups to facilitate the work of the Committee (Faculty Board should be advised where the Committee establishes sub-committees)

MEMBERSHIP

Executive Dean (ex-officio)
Associate Dean (Education) (Curriculum and Innovation) - Chair
Associate Dean (Education) (Strategic Development)
Associate Dean (Partnerships and Work Integrated Learning)
Director of Educational Development
Senior Education Advisor
Manager (Student Experience, Education and Engagement)
Program Core Coordinators
Nominated Program Representative
Nominated TTP Representative (UCC and TQ)
TOTAL: 18 (9 required to form a quorum)

SECRETARIAT

Professional Administrative Support Staff provided by Faculty Office.
The role of the secretariat is to arrange meetings and venues as well as maintain minutes of meetings of the Faculty Teaching and Learning Committee.

QUORUM

A quorum consists of a majority of members. Where there is no quorum the Committee may still meet to ensure the work of the Committee continues. In exceptional circumstances, the work of the committee may be undertaken by flying minute while adopting the rule that if there is a single objector, then the item under discussion will be referred to the FTLC as a whole. Any recommendations made either by flying minute or at inquorate meetings would need to be endorsed at a subsequent meeting of the FTLC where there is a quorum.

SCHEDULE OF MEETINGS

6 x times per year (alternating with Faculty Board meetings)

REPORTING

The Committee reports to the Arts and Design Faculty Board and a report will be included as a Standing Item at every Faculty Board meeting. The Secretary should maintain minutes of meetings and a record of reports and associated material as a part of official University records. Committee meeting minutes should be distributed to Faculty Board members for noting.