

## FAD COURSES AND UNIT SUBCOMMITTEE

### PURPOSE AND FUNCTION

The role of the FAD Courses and Units subcommittee works directly with the Faculty Teaching and Learning Committee (FTLC) on projects identified by the FTLC in relation to the Faculty's Course and Unit offerings. In conjunction with the Associate Deans of Education (ADEs) and FTLC, the subcommittee, will assist in the development of proposals for the Faculty's course and unit offerings and review documentation for proposals in relation to new and revised course and unit offerings.

*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 Faculty of Teaching and Learning Committee and Faculty Board, (endorsement or approval) and then be progressed to UEC and AB when applicable.*

### TERMS OF REFERENCE

1. To complete projects and tasks as set out by the Faculty Teaching and Learning Committee.
2. To assess the validity and quality of new courses and units
3. To review the teaching and learning activities within the Faculty including units, courses and programs
4. To provide Quality Assurance on proposals for new and revised course and unit changes in respect to University policies and the Threshold standards (2021)
5. To develop and implement strategies that encourage excellence and innovation in teaching and learning
6. To advise on other matters referred to it by the Faculty Board and the Faculty Executive

### MEMBERSHIP

Executive Dean (ex-officio)

Associate Dean (Education) (Curriculum and Innovation) - Chair

Heads of School (A&C, D&BE) ~ 2

Director of Educational Development

Director of Work Integrated Learning

Senior Education Advisor

Manager (Student Experience, Education and Engagement)

Program Core Coordinators (Arts, Design, Communication, Built Environment) ~ 4

PG Course Convener representatives (A&D and D&BE) ~ 2

*Additional attendee's will be invited as required.*

**TOTAL: 14 (7 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**

12 x per year (monthly)

## **REPORTING**

The Committee reports to the Arts and Design Faculty Teaching and Learning Committee and a report will be included as a Standing Item at every FTLC 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 FLTC members for noting.