

## Schedule 4 Learning and Teaching Quality Committee Charter



### Learning and Teaching Quality Committee

#### Charter

This Charter sets out the functions and responsibilities of the Learning and Teaching Quality Committee, the responsibilities of its members and provides details of the Committee's membership and operations.

The Learning and Teaching Quality Committee ("the Committee") is the principal sub-committee of the Academic Board for all learning and teaching quality matters<sup>7</sup>.

#### Functions

The functions of the Committee are to—

- provide advice to Academic Board on the quality of teaching and learning delivering high learner satisfaction and graduate outcomes at all locations, domestic and international, in which the University's courses are taught;
- assure sustainable, high academic standards including meeting and exceeding requirements for accredited courses;
- assure the Academic Board that the quality of learning and teaching is consistently innovative and developing with best practice;
- support the strategic directions of the University with respect to matters of learning and teaching;
- review and monitor the implementation of policy and procedures on teaching and learning to assure quality, innovation, learner satisfaction, graduate outcomes; and
- ensure compliance with relevant legislation and regulatory requirements (including course accreditation requirements) both domestic and international.

For the purpose of carrying out its functions and duties, the Committee is authorised to:

- establish ad hoc sub-committees and working groups to address a specific problem or produce specific deliverables; and
- request from the University through the Academic Board reasonable resources to undertake its functions and duties.

Sub-committees and working parties will report to the Committee and, through the Committee, to the Academic Board.

#### Responsibilities

The Committee is responsible for—

- developing, implementing and monitoring a teaching and learning quality assurance framework which assures high learner satisfaction and graduate outcomes and includes onshore and international partnerships;
- maintaining a systematic overview of the quality of learning and teaching delivering high learner

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<sup>7</sup> **Note:** The term 'learning and teaching' refers to all University teaching, learning, education and training activities.

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satisfaction and graduate outcomes and providing recommendations to the Academic Board on standards and measures of the quality of learning and teaching across all locations including third-party arrangements;

- identifying and monitoring risks and mitigation strategies associated with the quality of learning and teaching, learner satisfaction, graduate outcomes, and academic standards across all locations including third-party arrangements;
- reviewing regular performance reports on—
  - learner satisfaction and graduate outcomes;
  - analyses of progression and attrition rates and completion times. Analyses will include, at a minimum, performance by cohort, including Aboriginal and Torres Strait Islander and low socio-economic status students, and geographical location, including under third-party arrangements;
  - methods of assessment, grading and moderation of students' achievement of learning outcomes;
  - benchmarked student feedback by cohorts and geographical location; and
  - academic integrity and academic misconduct including allegations of misconduct, misrepresentation, fabrication, cheating, plagiarism, and the misuse of intellectual property across all locations;
- quality assuring learning and teaching related policy documents, monitoring implementation and evaluating outcomes including in relation to—
  - the awarding of grades, assessment, benchmarking, learning resources, educational support, workplace learning, and all other aspects of learning and teaching;
  - continuous improvement of teaching quality including that it is consistently innovative and developing with best practice to ensure high learner satisfaction and graduate outcomes;
- receive reports on student complaints, grievances, reviews of decisions and appeals relating to learning and teaching to ensure a high quality student experience;
- assuring academic integrity and academic misconduct;
- receive reports on the quality of workplace learning, placements in all locations including under third-party arrangements;
- requiring regular reports by the relevant executives on legislation, government policy, and trends relevant to the higher education and VET sectors (onshore and international) to inform its quality assurance functions;
- reviewing, monitoring and quality assuring the outcomes of internal audits of compliance with regulatory requirements and the outcomes of external audits by ASQA, VRQA and TEQSA; and
- considering and reporting on any matter referred to it by the Academic Board or the Vice-Chancellor.

#### **Membership**

The membership of the Committee comprises ex-officio members and academic, research, professional, teaching staff and students.

##### Ex officio members

- Chair: a nominee of the Provost
- Chair, Academic Board, or nominee
- Director of Learning and Teaching in each Institute (three)
- Dean, Graduate Research, or nominee

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- Dean, Global Professional School, or nominee
- Director, Learner Experience and Excellence (TAFE), or nominee
- A nominee of the Provost responsible for academic quality and accreditation
- Chief Learner Experience Officer, or nominee
- Director, Information Technology Services, or nominee
- Director, University Library, or nominee

#### Elected members

- one member of the TAFE Skills and Education Delivery team
- one higher education academic (Levels A - E)
- one member of the general/professional staff
- one higher education by coursework student
- one HDR student
- one TAFE student

#### Co-opted members

- up to four members co-opted by the Committee.

The Chair has full voting rights, and in the case of an equal vote, has the casting vote. Co-opted members do not have voting rights and cannot be appointed as Deputy Chair.

#### **Election of Deputy Chair**

The Committee will elect a Deputy Chair from within its eligible staff members via electronic ballot at the start of the year for a one-year term. The Deputy Chair will take on the role in addition to the Deputy Chair's current position on the Committee (which position will not fall vacant due to their election).

The Deputy Chair is eligible to be re-elected and may serve a maximum of two consecutive terms.

#### **Role and responsibilities of Committee members**

Members of the Committee must—

- act in good faith, honestly and for proper purposes;
- exercise reasonable skill, appropriate care and diligence;
- avoid all conflicts of interest; and
- demonstrate the University's Living Values of Inclusion, Innovation, Excellence, Empowerment and Collaboration.

#### **Terms of office**

Ex officio members of the Committee hold office while they occupy their position in the University. Other members hold office for the term specified at the time they were elected, co-opted or appointed.

#### **Meetings**

The Committee will meet as required, at least six (6) times per year. The quorum for a meeting is fifty per cent (50%) of the membership. Meetings are conducted in accordance with the Federation University (Operations) Regulations 2022.

#### **Reporting**

The Committee must report to the Academic Board—

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- through a summary report from the Chair attached to the Committee minutes;
- if a significant or material matter of concern arises; and
- annually, on the performance of its functions and the achievement of its objectives.