

LEARNING AND TEACHING QUALITY COMMITTEE

Terms of Reference

Governance and Secretariat

28 November 2023

Version 3.0

Acknowledgement of Country



Victoria University acknowledges, recognises and respects the Ancestors, Elders and families of the Bunurong/Boonwurrung, Wadawurrung and Wurundjeri/Woiwurrung of the Kulin who are the traditional owners of University land in Victoria, the Gadigal and Guring-gai of the Eora Nation who are the traditional owners of University land in Sydney, and the Yulara/YUgarapul people and Turrbal people living in Meanjin (Brisbane).

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1. Establishment

This committee was established as a standing committee of the Academic Board on 4 November 2015 (Resolution 04-21-2015) in accordance with Academic Board Regulations.

2. Rationale

The Learning and Teaching Quality Committee is responsible for monitoring, reporting and advising the Academic Board on learning, teaching, education and training activities and initiatives, and overseeing the planning, strategy, implementation and review of the University's learning and teaching framework, and activities related to learning, training and teaching, including student participation, retention and completion.

3. Terms of Reference

The Learning and Teaching Quality Committee:

3.1 Will advise and make recommendations to the Academic Board on:

- a) priorities and guidelines for educational innovations and enhancements in the University through the critical evaluation and identification of emerging learning, assessment and teaching issues;
- b) the implementation and success of the University's strategic educational goals;
- c) the oversight of standards and measures of the quality of assessment, teaching, training and learning arrangements at all campuses and partnerships;
- d) the development of mechanisms for the identification and dissemination of good practice and excellence in learning, training and teaching in the University;
- e) the academic services and provisions within the University that enhance the student experience, including strategies and mechanisms for improving student retention, success and graduate employment;

3.2 Will monitor and make recommendations, where applicable, to the Academic Board on the following aspects related to:

- a) compliance with, or gaps in, University regulations, policies and procedures related to teaching and learning [in accordance with Sections 9(2)(b)(ii) and (iii) of the Governance, Academic and Student Affairs Statute 2013]
- b) processes for quality assurance of assessment, training, learning and teaching including the articulation, implementation and monitoring of academic standards in accordance with the requirements of external regulatory and professional bodies across all campuses and third party and partner locations [in accordance with the Governance, Academic and

Student Affairs Statute 2013 (GASA) s9(2)(b)(i) - 9(2)(b)(vi)];

- c) reports on external and internal benchmarking related to assessment, learning, teaching and training and other quality measures and actions to improve performance at the University;
- d) academic quality with the consideration of the learner and employer experience, in conjunction with the achievement of best practice interaction, including pathways, as it relates to teaching and learning quality and academic standards;
- e) academic risks, including potential and integrity risks, to the University's compliance with the external regulations and standards or related to teaching; and,
- f) the priorities and working manner of the Committee, including its annual reports, work plans, and any proposals to amend these Terms of Reference that may arise from time to time.

3.3 To provide oversight of the University's learning, training and teaching requirements in relation to the following external regulations and standards:

- HESF domains 2.2, 2.3, 3.3, 5.2,-5.4 and 6.3 of the [Higher Education Standards Framework \(Threshold Standards\) 2021](#);
- Standards 1.3-1.5, 1.7-1.11, 2.1, 2.3, 2.4, 6.1 and 6.2 from [Standards for Registered Training Organisations \(RTOs\) 2015](#)
- Standards 1, 2 3.3 and 4 of the [National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(National Code 2018\)](#).
- VRQA [AQTF Standards 1.1-1.3, 1.5.2.1, 2.2, 2.4-2.7](#)

3.4 Will respond to any matters referred to it by the Academic Board.

3.5 Categories of membership

Category	Role/Descriptor
A	One person elected as Chair from the elected members of the Academic Board
Ex Officio	
B	Chair of Academic Board
C	Deputy Vice-Chancellor, Tertiary Education or nominee
D	Deputy Vice-Chancellor, Enterprise and Digital or nominee
E	Director of Academic Quality and Standards
F	Executive Director, Digital Transformation and Quality Learning
College Teaching and Learning members (appointed by Executive Dean or equivalent)	
G	College of Sport, Health and Engineering
	College of Arts, Business, Law, Education & IT
	First Year College
	VU TAFE
	Moondani Balluk
	TNE/Partnerships
	VU Online
Co-opted members (maximum of 3)	
H	
Student representatives	

I	VUSU president or nominee (ex-officio)
	ISA President or nominee (ex-officio)
	VUPA President or nominee (ex-officio)
	VU Polytechnic Representative appointed by the VUSU President (ex-officio)

3.6 Chairperson

In accordance with Part 9, Section 3 and 4 of the Academic Board Regulations 2021, the Academic Board will elect a chair for the Learning and Teaching Quality Committee from amongst the members of the Academic Board for a period of two years.

3.7 Deputy Chairperson

In accordance with Part 9, Section 5 of the Academic Board Regulations 2021, the Deputy Chair is elected by the Learning and Teaching Quality Committee from among academic members of the Committee. In the absence of the Chair, the Deputy Chair will assume the same rights and responsibilities accorded to the Chair, including attendance at Academic Board meetings to speak to the Report of the Learning and Teaching Quality Committee.

The Deputy Chair will be elected for a period of two years.

3.8 Proxy

Each member of the Learning and Teaching Quality Committee may nominate a proxy and such proxy may attend a meeting of the Learning and Teaching Quality Committee provided that:

1. Such proxy is not a current proxy of any other member; and
2. The proxy is within the same elected category and sub-category as the nominating member

3.9 Observers

An Observer may attend a meeting of the Learning and Teaching Quality Committee with the approval of the Chair. Observers may speak at a meeting only at the invitation of the Chair.

Staff and students of the University may request permission to be present as observers for

consideration of a particular item. Such requests are to be submitted to the Learning and Teaching Quality Committee Secretary at least three calendar working days prior to the meeting. Attendance will be at the invitation of the Chair.

4. Meetings

4.1 Frequency of Meetings

The Committee will meet at least six times per year.

4.2 Quorum and decision making

A quorum for a meeting of the Learning and Teaching Quality Committee is half of the number of current members of the Committee (including proxies) plus one (in accordance with Part 6 – Meetings, s46 (b) Academic Board Regulations 2021).

Meetings shall not proceed if a quorum is not present within half an hour after the appointed commencement time of the meeting.

A member must not participate in discussion or voting on any matter in respect of which there is an actual, perceived or potential conflict of interest. Such a conflict must be recorded in the minutes of the Committee.

4.3 Agenda

The agenda for each meeting will be prepared by the Learning and Teaching Quality Committee Secretary for approval by the Chair. The agenda will generally be provided to members of the Committee at least 7 days in advance of the meeting.

Submissions will be starred if discussion is required for an item. All members will have an opportunity to star an item at the commencement of a meeting. The recommendations for all unstarred items will be accepted at this time.

4.4 Minutes

The Chair (or Acting Chair) shall clear the minutes of each meeting and they will be confirmed by the Committee at the next scheduled meeting.

5. Reporting

Following each meeting, The Chair shall submit a report to the next meeting of the Academic Board.

Original Academic Board Approval Date

Wednesday 4 August 2021

Modification History

Date	Approval	Details
4 February 2019		
4 August 2021		
14 February 2024	Learning and Teaching Quality Committee referred to Academic Board for approval	
6 March 2024	Academic Board approval	