

CURRICULUM, TEACHING AND LEARNING COMMITTEE

Terms of Reference

Composition

- A Deputy Vice-Chancellor, Chair
- B Deputy Dean or Associate Dean (Academic) from each faculty
- C Pro Vice-Chancellor (Curriculum and Academic Planning)
- D University Librarian or nominee
- E Chief Information Officer, or nominee
- F Director, Academic Services
- G Manager, Equality & Diversity Centre, or nominee
- H Undergraduate student (nominee from SRC Inc)
- I Postgraduate student (nominee from LUPA)
- J Regional student representative (nominated by the Chair)
- K Chairs of CTLC sub-committees

The committee may co-opt any member of the University community where particular expertise is required. The committee may also invite other persons to attend particular meetings to advise the committee or participate in debate. The term of membership for co-opted members will be one year (renewable).

The committee may also establish ad hoc working parties to investigate particular issues.

Membership

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| A | Professor Belinda Probert | |
| B | Professor Noel Gough | Faculty of Education |
| B | Professor David Spencer | Faculty of Law and Management |
| B | Dr Kerry Fitzmaurice | Faculty of Health Sciences |
| B | Dr Kay Souter | Faculty of Humanities and Social Sciences |
| B | Dr Elizabeth Johnson | Faculty of Science, Technology and Engineering |
| C | Professor Tom Angelo | |
| D | Professor Ainslie Dewe | University Librarian |
| E | Mr Rob Cook, or nominee | Chief Information Officer |
| F | Mr Bruce Carboon | |
| G | Ms Stephanie Chard, or nominee | Manager, Equality & Diversity Centre |
| H | Mr Lachlan Batchelor | President, SRC |
| H | Mr Jesse Marshall | Member, SRC |
| I | Ms Le Cam Huyen | Member, LUPA |
| J | Ms Katherine Nix | Regional Student Representative |
| K | Professor Tom Angelo | Chair, Student Admissions, Retention and Success Committee |
| K | Dr Julie Jackson | Chair, Programs Committee |
| K | Professor Ainslie Dewe | Chair, Learning Spaces and Technologies Committee |

Co-opted Members:

- Mr Shem Macdonald, Educational Designer, Faculty of Education
- Dr Hester Joyce, Lecturer, Cinema Studies Program
- Dr John Shannon, Senior Lecturer, School of Economics & Finance
- Dr Peter Cartwright, Lecturer, Biochemistry

Terms of reference

1. To determine the most effective and efficient ways to improve the demonstrable quality of curriculum, teaching, and learning processes and outcomes through:
 - alternate approaches to curriculum, teaching, and learning support;
 - support and professional development of teaching staff, including tutors and session staff;
 - development of incentive and award schemes which encourage good practices;
 - development of effective formative and summative teaching evaluation processes and systems;
 - development of effective subject and course review processes and systems;
 - the improvement of teaching and learning facilities;
 - the appropriate use of emerging technologies.
2. To design and develop effective, efficient, systemic methods of promoting and implementing initiatives to improve the quality of curriculum, teaching and learning (as identified under point 1 above).
3. To advise the Deputy Vice-Chancellor (Academic) on: the strategic direction and operational priorities for curriculum, teaching and learning; priorities for the allocation of curriculum, teaching and learning funds for large scale initiatives; and monitor the effectiveness of the annual Curriculum, Teaching and Learning Operational Plan that develops from this process.
4. To provide guidance and to evaluate the effectiveness of University-wide teaching and learning initiatives funded through point 3 above.
5. To monitor and respond to external influences on teaching and learning activities, such as Australian Learning & Teaching Council (ALTC) programs, government policies, and the requirements of the Learning and Teaching Performance Fund.
6. To identify related emerging issues in higher education and address their implications for La Trobe.
7. To make recommendations to the Board on relevant University policies and guidelines.
8. To monitor and report to the Board on compliance with University policy and quality assurance processes in their application to curriculum, teaching and learning.

Reporting

The Curriculum, Teaching and Learning Committee formally reports to Academic Board.

Frequency of meetings

The committee will normally schedule meetings ten times per year.

Quorum

A quorum for a meeting of the Committee will be seven members.

Secretariat

Ms Rebecca di Corpo, Executive Officer, Academic Programs, Governance, Planning and Policy Unit

Updated 28/07/09