

La Trobe University
Academic Board
EDUCATION COMMITTEE

Establishment

This committee, previously known as the Curriculum, Teaching and Learning Committee, was established as a policy committee of Academic Board September 2008 (*Academic Board minute 426.3.2*). The committee's name and terms of reference were revised by Academic Board on: 9 March 2011 [*refer minute 447.3.1*]. Further revisions occurred on 11 May 2011 [*refer minute 448.4.2*], 12 October 2011 [*refer minute 452.4.1*], 12 June 2013 [*refer minute 465.3.2*], 8 October 2014 [*refer minute 476.4.2*], 2 August 2015 [*refer minute 481.3.4*], 11 November 2015 [*refer minute 484.3.4.1*], 9 March 2015 [*refer minute 486.3.2*], 8 March 2017 [*refer minute 494.4.3*], 8 November 2017 [*refer minute 500.3.4*], 11 March 2020 [*refer minute 518.8.1*], and 10 February 2021 [*refer minute 525.9, AB21/10(M)*] and by Academic Board Executive Committee 21 April 2021 [*refer minute 55.3, ABEC21/20(M)*].

Membership

Composition	Member	Appointment status
A Deputy Vice-Chancellor (Education) Chair	Professor Nicolette Lee	Ex-Officio
B Senior Academic appointed by Academic Board (Deputy Chair)	Vacant	Nominated
C Associate/Deputy Provosts (Learning and Teaching):		
o College of Arts, Social Sciences and Commerce	Professor Parshia Lee-Stecum	Ex-Officio
o College of Science, Health and Engineering	Professor Birgit Loch	
D Four Academic Board nominees: academic staff members with expertise or interest in learning and teaching, student equity, and retention or higher education policy - two from each College:		
o College of Arts, Social Sciences and Commerce	Dr Pam Kappelides – alt member	Nominated
o		
o College of Science, Health and Engineering	Associate Professor Rwth Stuckey/Dr Suzane Vassallo Dr Kate Bridgman	
E Director, Education Services	Dr Liz Branigan	Ex-Officio
F Director, Quality and Standards	Ms Amanda Carr	Ex-Officio
G Director, Student Administration, or nominee	Mr Fotios Lampropoulos	Ex-Officio
H Two student nominees: nominated through a collaborative process involving each of the five (5) University Campus Student Union/Associations and with due regard to gender and location	To be advised To be advised	Nominated
I University Librarian, or nominee	Ms Fiona Salisbury	Ex-Officio
J Chair of the Coursework Committee	Professor Bernadette Walker-Gibbs	Ex-Officio

K Executive Director, Planning and Governance	Dr Paul Ramage	Ex-Officio
L Pro Vice-Chancellor, International	Dr Stacey Farraway	Ex-Officio
M Dean, Graduate Research School	Professor Chris Pakes	Ex-Officio
N Deputy Vice-Chancellor (Students)	Professor Jessica Vanderlelie	Ex-Officio
O Chair, Disability Access and Inclusion Sub-Committee	Professor Teresa Iacono	Ex-Officio

Term of office

Three years for category D. One year for category H.

The Committee may co-opt any member of the University community where particular expertise is required. The term of membership will be two years (renewable).

Role / Terms of reference

Purpose

As enunciated in the Terms of Reference.

Terms of reference

1. To provide advice to Academic Board on new and revised policies relating to curriculum, teaching and learning, credit and admissions.
2. To monitor teaching and learning quality and performance, providing periodical reports to the Board on:
 - a) Student progression, retention, completion, success, and equity;
 - b) Student satisfaction and experience;
 - c) Strategic programs taken to improve the quality of curriculum, teaching and learning and their impact;
 - d) Academic integrity and student complaints;
 - e) Annual course monitoring processes and their outcomes, and;
 - f) Any issues related to the implementation of educational policies, procedures and guidelines which may have a negative impact on the quality of teaching and learning.
3. To monitor the outcomes of institutional admissions, entrance and selection requirements, prerequisites and English language requirements, special entry and direct entry access schemes, and external domestic and transnational pathways in terms of student success and progression.
4. To provide advice to Academic Board on:
 - a) The strategic direction and priorities for curriculum, teaching and learning and the University's Teaching and Learning Plan;
 - b) Emerging issues and external influences of relevance to educational quality, such as government policies on performance indicators, TEQSA Standards and Government funding priorities.
5. To provide advice to Academic Board on learning support, facilities, and resources.
6. To receive and respond to reports and advice from Coursework Committee on matters pertaining to curriculum, teaching, and learning issues arising from course approvals and review.

Deputy Chair

The Deputy Chair in the absence of the Chair, will assume the same rights and responsibilities accorded to the Chair, including attendance at Academic Board meetings and speaking to the Report of the Committee.

Reporting

The Committee will report to the Academic Board after each meeting.

Quorum

A quorum for a meeting of the Committee will be a third of the membership plus one.

Frequency of meetings

The Committee will normally schedule meetings ten times per year.

List of any sub-committees

The Disability Access and Inclusion Sub-Committee reports to the Academic Board via the Education Committee. The Education Committee may establish ad hoc working parties from time to time.

Secretariat

Governance and Policy Services

Contact person and phone / email

Ms Sonia Nelson
Senior Executive Officer
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