

# Teaching and Learning Quality Assurance Committee

## 1. Composition

### Ex Officio members

- President of the Academic Board
- Vice-President or Deputy Vice-President of the Academic Board
- Provost or Pro-Vice Chancellor (Academic)
- A chairperson appointed by the President
- Director, Business Intelligence Reporting (or nominee)
- Director, Student Success
- A senior member of the Centre for the Study of Higher Education, nominated by the President of the Academic Board for a term of up to two years
- Academic Secretary or Academic Governance Officer
- Director, Academic Strategy
- Two nominees of the University of Melbourne Graduate Student Association
- Two nominees of the University of Melbourne Student Union
- One student nominated by the University of Melbourne Student Union (International)

### Elected members

- Four members of the Board elected by the Academic Board for a term of two years; two members to retire each year
- Two members of the academic staff not being members of the Academic Board, elected by the Academic Board for a term of two years; one member to retire each year
- Up to six members of the academic staff at Lecturer B or C level not being members of the Academic Board, elected by the Academic Board for a term of two years; one member to retire each year

### Appointed members

- An academic staff member with expertise in indigenous studies, appointed by the President, for a period of up to two years
- Up to four members of the Academic Board appointed as members of the Committee by the President of the Academic Board for a term of up to two years in order to take into account matters such as the balance of membership by discipline and expertise in teaching and learning
- Up to nine additional members, not being members of the Academic Board, appointed by the President of the Academic Board for a term of up to two years having regard to gender balance and disciplinary expertise of the membership.

## 2. Chairperson

The President of the Academic Board must appoint a person to chair the Committee for a period of up to two years. A person so appointed will be eligible for re-appointment. The President must also appoint a Deputy Chairperson, in consultation with the Chairperson.

### **3. Quorum**

A quorum for the committee is 30% of the current membership; 50% of those in attendance must be academic staff members.

### **4. Terms of Reference**

- 4.1 To advise the Academic Board on quality assurance policy for teaching and learning in undergraduate and graduate award courses and subjects, including
  - course structure and coherence;
  - appropriateness and quality of assessment;
  - assessment and examination policies;
  - course management, learning support and student progress.
- 4.2 To advise the Academic Board on resolutions, policy and procedures relating to all undergraduate and graduate coursework studies to ensure they are supporting the University's strategic objectives.
- 4.3 In collaboration with Academic Divisions, related Academic Board committees, the Centre for the Study of Higher Education, the Business Intelligence and Reporting Unit and the Provost, to develop, monitor and review the use of appropriate qualitative and quantitative measures of performance of teaching and learning, taking into account national and international recommended practices, including the quality framework of the Tertiary Education Quality and Standards Agency (TEQSA).
- 4.4 To advise the Academic Board on priority areas for evaluation and quality assurance of academic programs and associated student support programs.
- 4.5 In collaboration with the Provost to recommend the annual schedule of cyclical evaluations of academic units and areas of teaching and learning to review and evaluate quality in teaching and learning of all award courses and programs, and associated student support services and programs.
- 4.6 To make recommendations to the Academic Board on appropriate actions to improve the quality of teaching and learning in courses and programs following the evaluations referred to at 4.5.
- 4.7 To monitor and evaluate systems and structures for the effective interaction between academic divisions, Board committees and University Services in the development and use of measures to encourage adoption of good practice in academic programs.
- 4.9 To advise and liaise with the Provost, the Director of the Centre for the Study of Higher Education, Deans, Course Standing Committee Chairs, related Board and academic division committees, and associated student and administrative supporting programs and services on matters within the committee's terms of reference.
- 4.10 To monitor the quality and effectiveness of programs designed to facilitate the transition of students into undergraduate and postgraduate courses and from courses into careers.
- 4.11 To receive final reports provided by Professional Associations on course accreditation on behalf of the Board.

### **5. Reporting**

- 5.1 The Teaching and Learning Quality Assurance Committee reports to the next Academic Board after each meeting of the Committee.
- 5.2 To provide an annual report on its activities under its terms of reference to the Academic Board.

## **6. Secretariat**

The Academic Secretary, or nominee, will provide secretariat support to the committee.

Academic Board approval, meeting dates: 21/3/96, 18/4/96, 18/2/99, 24/6/99, 22/2/01, 22/11/01, 20/6/02, 23/10/03, 21/7/05, 22/6/06, 22/2/07, 7/4/11, 24/10/13, 4/12/14, 20/1/15, 8/12/16