

Learning and Teaching Committee Terms of Reference

1. Preamble

The Learning and Teaching Committee (LTC) has been constituted under the authority of the Academic Board (AB). The LTC is responsible for providing advice and making recommendations to the AB in relation to learning and teaching for the higher education programs of Lyons College and for the development of new courses.

2. Purpose

The purpose of the Learning and Teaching Committee is to provide advice and recommendations to the AB on:

- 2.1. Matters relating to learning and teaching at the College, particularly in relation to identifying methods of measuring the quality of learning and teaching;
- 2.2. Quality audits and benchmarking to improve the quality of learning and teaching;
- 2.3. The review, moderate and benchmark student results
- 2.4. Identifying and promoting best practice in teaching and learning through moderation and external benchmarking; and
- 2.5. Monitoring student performance, progression, retention, learning outcomes, graduate attributes and graduate destinations with a view to continuous improvement.

The LTC has delegated responsibility for the development of new courses with advice received from the Course Advisory Committee. Prior to submission to TEQSA, new courses must be reviewed and approved by the Academic Board and approved by the Board of Directors.

3. Duties and Responsibilities

The duties and responsibilities of the LTC are to:

- 3.1. Develop policy, procedures and guidelines related to teaching, learning and student academic activities;
- 3.2. Evaluate and make recommendations to the AB on the implementation of approved courses and subjects;
- 3.3. Ensure the College's institutional approach to course design meets regulatory requirements;
- 3.4. Undertake and report on quality assurance of teaching and learning;
- 3.5. Manage assessment processes, moderation and monitoring of academic standards;
- 3.6. Advise and report on the quality of teaching and scholarship;
- 3.7. Review and advise on concept proposals and submissions ensuring alignment with policy and quality expectations; and
- 3.8. Promote, develop and reward quality teaching and outcomes.

4. Composition and Membership

Members of the LTC shall be appointed by the Academic Board in conjunction with the CEO.

4.1. Members

Member	Basis of Appointment	Duration of Appointment
Dean (Chair)	Ex-officio	Duration of employment as Dean
Head of Programs	Ex-officio	Duration of employment as Head of Programs
Up to 3 General Members	Senior academic staff appointed by the Head of Programs	2 years
Independent member	Up to two members appointed by the Academic Board Member to have assurance of learning and/or quality assurance process experience	2 years

Apart from the Secretary and ex-officio roles, members may be nominated to serve additional terms, but may not serve more than four consecutive terms.

Chair

The Chair of the LTC will direct and lead the LTC during meetings. The Chair will ensure that meetings are conducted in an orderly and proper fashion, and that they at all times reflect the values and vision of the College. The Chair is also responsible for:

- Liaising with the Secretary to produce meeting minutes, agendas and notes;
- Ensuring that meetings are run in an orderly and efficient manner;
- Providing members of the LTC with feedback on their decisions and behaviour;
- Put questions and amendments to vote and report the result of the vote; and
- Engage with and consult Management and LTC about policy matters.

Secretary

The Secretary of the LTC is responsible for the administrative duties of the LTC. This will include taking and sending meeting minutes, creating meeting notes and agendas, giving notice for meetings, and handling and formalising policy and planning documents. The Secretary is also responsible for disseminating the motions and decisions of the LTC to the relevant parties and communicating with them when necessary.

4.2. Conditions of Membership

The following conditions must be followed by members of the LTC. Failure to observe these conditions may result in dismissal from the LTC as outlined in *5.4 Dismissal from the LTC*. Members of the LTC must at all times:

- 4.2.1. Make themselves available for at least three of the four regular meetings of the LTC in a year. Members cannot send a proxy to a meeting;
- 4.2.2. Positively reflect the image of the College;
- 4.2.3. Abide by the conditions described in *4.3 Conflict of Interest* section;
- 4.2.4. Engage constructively and civilly in LTC discussions;
- 4.2.5. Give appropriate notice of their intention to attend meetings and attend scheduled meetings promptly; and
- 4.2.6. Perform their role effectively. Each member will need to develop and maintain their skills and knowledge, including and understanding of the LTC's responsibilities and the College's business, operations and risk.

4.3. Conflict of Interest

Members of the LTC are required to declare any conflicts they might have. This might include being employed by an external entity, holding shares in a company, or anything else that would make them a personal stakeholder. If a staff member has a significant conflict of interest, this may prevent them from being on the LTC.

Where a smaller conflict of interest exists, the staff member may be restricted from voting on certain issues. If a member of the LTC has evidence to suspect another member of the LTC has a conflict of interest, they should notify the Chair who then becomes responsible for investigating the issue. Where a member of the LTC has a conflict of interest that they have not declared, they may be removed from the LTC.

5. Procedures

5.1. Meetings

The Chair of the LTC is responsible for organising the LTC's meetings. This includes finding an appropriate location to meet and a date and time that is suitable for the majority of members. The Chair will also create an agenda for the LTC's meetings. This agenda will cover the topics to be discussed and will include time for open discussion where members can raise issues that have not been covered.

Once the meeting commences, the Chair is responsible for ensuring the discussion follows the agenda, and that the discussion is conducted in a rational and constructive manner.

There shall be at least four meetings per year. Additional meetings may be called as required.

5.2. Quorum

This committee operates in an advisory capacity therefore two or more members will be considered quorate.

5.3. Minutes

The Secretary of the LTC is responsible for compiling the minutes. The Secretary is also responsible for the timely distribution of the minutes, which will be distributed to the sitting LTC members for approval. The approved LTC minutes will be distributed to the AB.

5.4. Dismissal from the LTC

Members of the LTC shall be removed by resolution of the Academic Board.

5.5. Motions

Any member of the LTC may introduce a motion to be voted on. If a majority of the LTC votes in favor of the motion, the motion is considered to have passed.

6. Review of the LTC Terms of Reference

The AB will review this document every three years, or more frequently if required. This is to ensure alignment with Academic Board directives.

Version Control and Change History					
Version	Approval Date	Approved by	Amendment	Created by	Review Date
V0.1			Document creation		
V0.2			Refining purpose and duties and responsibilities. Define membership composition.		
V1.0			Final version		Five years from date of approval or as required
V2.0	14 July 2017	Board	Review and major amendments with new Governance structures from July 2017.		Prior to July 2020
V2.1			Minor grammatical fixes. Added numbering. Formatting for consistency. Change review of ToR to AB.		
V3	December 2021		Minor changes	Ben Saporta	December 2023