

**Purpose:**

The Learning & Teaching Committee acts as a subcommittee of Academic Board and functions for the purpose of monitoring and reviewing teaching, learning and associated administrative processes of Avondale University (hereafter referred to as Avondale) and making recommendations to Academic Board on learning and teaching matters across all faculties of the institution.

More specifically it is the function of the Committee to advise and make recommendations to Academic Board on:

1. The Academic Plan for Avondale.
2. Learning and teaching matters across Avondale in relation to undergraduate and postgraduate coursework courses of study (Higher Education), new units, changes to existing courses and unit offerings and deletion of existing units and courses.
3. Accreditation and re-accreditation of courses.
4. Evaluation of teaching, units and courses.
5. New and revised academic policies.
6. Variations to students' courses that fall outside of the accredited course.
7. Quality assurance measures for improving the quality of learning and teaching and for recording quality assurance processes for audit purposes.
8. Proposals for the establishment of new academic units, and the disestablishment of existing academic units.
9. The establishment of mutually beneficial partnerships between Avondale and relevant industries or professions.
10. Strategic initiatives and entrepreneurial ventures related to undergraduate and postgraduate coursework academic matters.

The Learning & Teaching Committee has the authority to:

1. Review and approve advanced standing that falls outside of established policy and submit to Academic Board for recording.
2. Consider patterns of progress of higher education undergraduate and postgraduate coursework students on a semester-by-semester basis.
3. Receive, from the Director, Student Administration Services, reports of students who have a status of academic probation, and students who have been required to show cause why they should be allowed to remain enrolled in their courses or who have been excluded from courses on academic or related professional grounds.
4. Receive, from the Director, Student Administration Services, reports of students who have been investigated for academic misconduct and the outcomes determined and monitor its incidence.
5. Approve, from nominations submitted by the nominated staff member in each school, the recipients of academic prizes.

**Membership:**

Associate Dean (Learning & Teaching) (Chair or nominee) (ex-officio)

Dean (Learning & Teaching) [Deputy Chair or nominee] (ex-officio)

Deputy Vice-Chancellor (Academic) (ex-officio)

Director, Student Administration Services (ex-officio)

Manager, Academic Quality & Standards (ex-officio)

Director of Library Services (ex-officio)

Four academic staff members (one from each school) elected by the academic staff in each school

One nominee from the Vice Chancellor

One nominee from the Chair, Academic Board

Invitees: Faculty Officer (LM) and Campus Manager (Sydney)

Co-opted members: maintained only as necessary for a term of one year to ensure representation from each school.

NOTE: The position of Vice-chancellor & President is not listed under membership but has a right to attend and vote at all meetings although their presence does not impact the quorum.

### Recording Secretary:

Recording Secretary (non-voting member) appointed by the Chair in consultation with the Learning & Teaching Committee.

### Terms of Office:

- Elected members shall serve a two-year term (renewable).
- Appointed members shall serve a three-year term.

### Schedule of Meetings:

Meetings of the Learning & Teaching Committee are normally scheduled monthly during semesters to allow timely processing of items to Academic Board. When necessary, special meetings may be called by the Chair.

### Reports to:

Academic Board

### Table of Amendments:

<b>Version Number</b>	11.0	<b>Replaces Version</b>	10.1, 5 December 2022
<b>Date Published</b>	19 October 2023	<b>Scheduled Review Date</b>	October 2028
<b>Approving Body</b>	Academic Board	<b>Approval Date</b>	11 October 2023
<b>Policy Owner</b>	Vice-Chancellor	<b>Date first introduced</b>	unknown
<b>Short description of amendment</b>	V11.0 Adjusted membership with the position of Associate Dean L&T being appointed as Chair of the committee. Updated title of Provost to Deputy Vice-Chancellor (Academic) and removed Executive Dean after the position was retired following restructure. Clarified position of co-opted member and Vice-chancellor & President. V10.1 Adjusted membership with the addition of Associate Dean Learning & Teaching as ex-officio.		