

AIHE Teaching and Learning Committee

TERMS OF REFERENCE

1. ESTABLISHMENT

The AIHE Teaching and Learning Committee is established under the Academic Board Terms of Reference.

2. FUNCTIONS AND RESPONSIBILITIES

The AIHE Teaching and Learning Committee (T&LC) is responsible for oversight of academic quality in AIHE courses and provides recommendations to the Academic Board on teaching and learning policy, strategies, initiatives and innovation that promote the interests of AIHE including meeting legislative and professional requirements, the maintenance of academic standards and fostering high quality learning.

The following describes the functions and responsibilities of the Committee:

In relation to **planning** the Committee will:

- Provide advice to the Academic Board on the development of AIHE's Teaching and Learning Framework; and
- Provide input to the Academic Board on developments in teaching and learning, including the implications of changes in technology.

In relation to **curriculum development and approval** the Committee will:

- Provide input to the Academic Board on the Policy and Procedure for course and subject approval, review and withdrawal;
- Recommend to the Academic Board the approval, review, and withdrawal of courses and subjects offered by AIHE; and
- Provide input to the Academic Board amendments to course rules.

In relation to **policy development and monitoring** the Committee will:

- Provide advice and recommendations to the Academic Board on policies and procedures relating to teaching and learning; and
- Monitor and advise the Academic Board on the functioning of policies and procedures relating to teaching and learning.

In relation to **quality assurance** the Committee will:

- Receive and respond to reports on examination outcomes and grade ranges;
- Provide reports to the Academic Board in relation to performance and quality improvements in teaching, learning and assessment including examination outcomes and grade ranges; and

- Consider the teaching and learning aspects of external reviews of subjects and courses and report to Academic Board on the adoption of recommendations deriving from such reviews.

In relation to **professional development** the Committee will:

- Plan, implement and report on professional development activities aimed at improving teaching and learning quality in AIHE
- Identify and recommend to Academic Board appropriate individual and/or School level professional development required in relation to assessment and moderation.
- Develop, monitor and report to the Academic Board on T&LC participation in processes of internal and external reward schemes for high quality and innovative teaching and learning; and
- Encourage the adoption of good practice and collaboration in teaching and learning across AIHE consistent with AIHE's strategic directions.

In relation to **assessment review** the Committee will:

- Consider the results of assessment recommended by Subject Coordinators for each subject offered per study period, including outcomes of assessment moderation and ensure compliance with the AIHE Assessment Policy and related Procedure;
- Consider trends in grade allocation;
- Where appropriate and using explicit criteria, moderate any allocated grades, as per the AIHE Assessment Procedure;
- Identify any missing results and make arrangements to ensure that results are issued to all students on or before the final results release date set by AIHE;
- Provide final grades for entry into the student system no later than three (3) days prior to the date for release of final results;
- Monitor and review the effectiveness of assessment practices in subjects offered and make recommendations to the Academic Board on assessment policies, procedures, rules and guidelines;
- Ensure adequate and accurate minutes are kept of meetings to record decisions made and action taken by the committee and an appropriate report is provided to Academic Board. The report should include any changes made to final grades that are altered from those that have been entered into the student system.

In relation to **student academic progress** the Committee will:

- Meet and consider show cause submissions in relation to unsatisfactory academic progress and make determinations whether a student is allowed to continue in the course and ensure compliance with the AIHE Academic Progress, Enrolment and Graduation Policy and Academic Progress Procedure.

In relation to **communication** the Committee will:

- Provide minutes and reports from Teaching and Learning Committee meetings to Academic Board

3. MEMBERSHIP

- Head of School, or delegate (Chair)
- At least three members of AIHE academic staff (casual or permanent) nominated by Academic Board*

The Chair may invite observer/advisors to attend the meeting as and when required.

*Nominated members will serve for a term of one (1) year, renewable at the discretion of Academic Board.

4. QUORUM

A quorum will be 50% plus one.

5. MEETINGS

The Committee will meet on at least four (4) occasions in a calendar year.

6. RESOLUTIONS OF THE TEACHING AND LEARNING COMMITTEE

Matters requiring a resolution by the Teaching and Learning Committee are to be determined by consensus of the members present.

The Chair will have the casting vote.

7. AGENDA

There will be a written agenda distributed prior to each meeting.

8. REPORTING

The report from each meeting of the Teaching and Learning Committee will be provided to the next meeting of the Academic Board.

Version control

Version	Date	Key changes
1.0	20/02/2018	Approved by Academic Board
1.1	9/12/2019	Amended to clarify T&LC's responsibility for ratifying grades consistent with PLA5 Assessment Policy & PRA5.1 Assessment Procedure + Membership revised per Academic Board Item 6.3 Mtg 4/2019 on 19/11/2019