

# Learning and Teaching Committee Constitution

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Committee established by Academic Committee: Meeting 03/2005

Previous version of constitution approved by Academic Committee: Meeting 02/2024 (16 May) 2024/0000888

Current version of constitution approved by Academic Committee: Meeting 4/2024 (26 September) 2024/0001044

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## 1. Introduction

- 1.1. Academic Committee has established the Learning and Teaching Committee (**Committee**) to make recommendations on risks and issues associated with strategic planning, policy, academic integrity and quality assurance issues in relation to learning, teaching, the conduct of assessment, the student experience, and delivery of curricula in accordance with the Functions described below (section 4).

## 2. Interpretation

- 2.1. In this constitution, references to academic elements and academic management positions shall be as defined in the [Griffith University Governance Framework](#).

## 3. Mandate

- 3.1. The Committee is a standing committee established by Academic Committee and reports directly to, and is accountable to, Academic Committee.
- 3.2. The Committee contributes to risk and governance oversight and supports the Academic Committee and University in meeting the requirements of the following Domains and Standards within the *Higher Education Standards Framework (Threshold Standards) 2021* (HESF 2021):
- (a) Domain 1 Student Participation and Attainment
    - Standard 1.1 – Admission
    - Standard 1.3 – Orientation and Progression
    - Standard 1.4 – Learning Outcomes and Assessment
  - (b) Domain 2 Learning Environment
    - Standard 2.1 – Facilities and Infrastructure
    - Standard 2.2 – Diversity and Equity
    - Standard 2.3 – Wellbeing and Safety
    - Standard 2.4 – Student Grievances and Complaints
  - (c) Domain 3 Teaching
    - Standard 3.1 – Course Design
    - Standard 3.2 – Staffing
    - Standard 3.3 – Learning Resources and Educational Support
  - (d) Domain 5 Institutional Quality Assurance
    - Standard 5.2 – Academic and Research Integrity
    - Standard 5.3 – Monitoring, Review and Improvement
  - (e) Domain 7 Representation, Information and Information Management
    - Standard 7.2 – Information for Prospective and Current Students

#### **4. Functions**

##### **4.1. The Committee will:**

- (a) advise Academic Committee on identified and emerging risks or issues regarding learning, teaching, the conduct of assessment, academic integrity, the student experience, and delivery of curricula
- (b) review and monitor the effectiveness of the teaching delivered at Griffith by scanning the sector and identifying emerging learning, assessment and teaching issues;
- (c) review and recommend to Academic Committee for approval policies, related to learning, teaching, assessment, retention and career readiness;
- (d) review and recommend procedures related to learning, teaching, assessment, retention, and career readiness to the applicable Qualified Officer (procedure approver);
- (e) support the oversight of the University's national learning and teaching grant and award strategy, and internal grant and award schemes;
- (f) monitor the University's learning and teaching performance routinely against established benchmarks and standards, including the Higher Education Standards Framework, and advise on their effectiveness as measures of performance;
- (g) oversee and evaluate the annual course and program review process;
- (h) oversee and monitor Work Integrated Learning (WIL): Delivery with Other Parties processes;
- (i) monitor the effectiveness of controls in place to protect academic integrity and research integrity (for all awards below Higher Degree by Research) and recommend any necessary enhancements;
- (j) respond to Commonwealth Government initiatives to promote and enhance learning and teaching, including courses of action available to the University and their possible implications;
- (k) provide advice on the strategic development of learning and teaching practices (pedagogy) and educational resources (physical spaces, technological and information);
- (l) articulate, implement and monitor standards for learning and teaching at Griffith, including:
  - provide advice on teaching related aspects of academic staff recruitment, performance and development;
  - provide advice on the assurance of learning outcomes, consensus moderation, integrity of student assessment, marking and grading practices; and
  - provide advice on learning and teaching management and administrative systems, procedures and practices.

4.2 The Committee will consider any other matters of a teaching and learning nature referred to it by Academic Committee, its sub-committees or by the Executive Group.

#### **5. Authority**

5.1. As provided for in the Academic Committee Constitution, the Council has delegated certain of its powers to the Committee in accordance with section 11(1)(b) of the Griffith University Act 1988 (Qld).

5.2. The Committee may exercise such powers as the Council may delegate to the Committee from time to time, as set out in the University's register of delegations.

5.3. The Council authorises the Committee to perform its role as established within the scope of this constitution. In discharging its responsibilities, the Committee shall:

- (a) Oversee arrangements for the management, and review process associated with, the student evaluation of courses and teaching;
- (b) Oversee arrangements for the annual course and program review process; and

- (c) Establish standing sub-committees from time to time and approve proposed changes to the respective constitution for each sub-committee.

**6. Committee Composition** [*effective from 1 January 2025*]

6.1. The Committee is composed of 25 members [*pending any appointment(s) under 6.1(s), below*]:

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|-----|--|---|
| (a) | Deputy Vice Chancellor (Education) as Chairperson;   | <i>ex officio</i>                       |
| (b) | Pro Vice Chancellor (Learning and Teaching), as Deputy Chair;  | <i>ex officio</i>                       |
| (c) | Deputy Vice Chancellor (Indigenous), or nominee;   | <i>ex officio, or appointed nominee</i> |
| (d) | Deputy Chair (Learning and Teaching), Academic Committee;  | <i>ex officio</i>                       |
| (e) | Chair, Programs Committee;   | <i>ex officio</i>                       |
| (f) | Dean (Learning and Teaching) from each Academic Group;   | <i>ex officio</i>                       |
| (g) | Dean (Learning and Teaching – Indigenous);   | <i>ex officio</i>                       |
| (h) | Dean (Career Readiness);   | <i>ex officio</i>                       |
| (i) | Dean (Learning Futures);   | <i>ex officio</i>                       |
| (j) | Dean (Online Strategy);  | <i>ex officio</i>                       |
| (k) | Registrar, Student Life;   | <i>ex officio</i>                       |
| (l) | University Librarian;  | <i>ex officio</i>                       |
| (m) | Chief Digital Officer, or nominee;   | <i>ex officio, or appointed nominee</i> |
| (n) | four full-time academic staff members of the University, appointed by the Group Pro Vice Chancellors from among the senior academic staff of the University. One member shall be from each Academic Group; | <i>appointed</i>                        |
| (o) | one member of the academic staff of the University, to be elected by members of the academic staff of the University.;   | <i>elected</i>                          |
| (p) | one undergraduate student and one coursework postgraduate student, appointed by the Chair. Each member shall be from a different Group;  | <i>appointed</i>                        |
| (q) | one student representing First Peoples, appointed by the Chair;  | <i>appointed</i>                        |
| (r) | the elected Student Co-Chair of the Student Experience Sub-Committee;  | <i>ex officio</i>                       |
| (s) | additional senior staff with specialist expertise in learning, assessment and teaching appointed by the Chair.   | <i>appointed</i>                        |

6.2. In appointing members to categories (n), (p) and (q), consideration should be given to the gender representation and campus representation.

6.3. The Chair of LTC shall be the Deputy Vice Chancellor (Education). The standing Deputy Chair shall be the Pro Vice Chancellor (Learning and Teaching).

**7. Term of Appointment**

- 7.1 The term of office of staff members (that are not *ex officio* members) is for a period of 2 years, up to 31 December of the relevant anniversary year.
- 7.2 To ensure continuity of the membership, and where practicable, the terms of the office of staff members shall be set to stagger the expiry of terms at any one time.
- 7.3 Student representatives shall be appointed for a term of office for one year up to 31 December of the relevant anniversary year.
- 7.4 All appointed members shall be eligible for re-appointment, but not normally for more than two successive terms.

**8. Rights of Audience and Debate**

- 8.1 The following persons shall have rights of audience and debate:
- (a) Director, Griffith Graduate Research School or nominee;
  - (b) Director, Griffith International or nominee.

**9. Operating Principles and Procedures**

- 9.1 The Committee will operate, and meetings will be conducted in accordance with, the Council Committees Procedure (*Standing Orders*) except where the constitution states otherwise.

**10. Obtaining Advice**

- 10.1 The Committee will have the power to seek advice from any member of the University community or external expert where particular expertise or insights are required and to direct enquires to any element of the University.

**11. Secretariat Services**

- 11.1 The Registrar, Student Life is responsible for appointing the Secretary to the Committee, who has rights of audience.

**12. Meetings**

- 12.1 The Committee normally meets not less than five times per year.

**13. Reporting**

- 13.1 The Committee will report its activities to the Academic Committee after each meeting of the Committee. This report may be oral or in writing.
- 13.2 Annually, LTC will provide a Work Plan to Academic Committee for review and endorsement prior to the Plan's scheduled commencement.
- 13.3 The Committee will provide an annual report to the Academic Committee, which will include an assessment of activities against the approved Work Plan.

13.4 LTC shall undertake a review of this Constitution, in conjunction with the preparation of the annual report, and propose to Academic Committee any amendments considered necessary to ensure the Constitution remains current.

13.5 The Committee's sub-committees (as listed under section 14, below) will report to the Committee.

#### **14. Sub-Committees**

14.1 LTC may establish standing committees, working parties, or sprint teams of an ad hoc nature from time to time. The sub-committees will provide a formal report to LTC on a regular basis to support the status of activities being undertaken.

14.2 Standing sub-committees will be supported by a constitution which sets out the obligations and reporting requirements of the sub-committee. This constitution shall be approved by LTC.

14.3 The sub-committees currently reporting to the Committee are:

- (a) Student Experience Sub-Committee (SESC).

#### **15. Evaluation of Performance**

15.1 The Committee will evaluate its own performance annually under the coordination of the Chair, LTC. The outcome from this review will be reported to the Academic Committee.

15.2 Training needs will be monitored by the Chair.

#### **16. Review of Constitution**

16.1 The Committee will review this constitution annually. Any proposed changes to the constitution will be recommended by the Committee to the Academic Committee for approval.