

VICTORIA UNIVERSITY**UNIVERSITY COUNCIL****LEARNING AND TEACHING QUALITY COMMITTEE****TERMS OF REFERENCE****Establishment**

This committee was established as a standing committee of the Academic Board on 4 November 2015 (Resolution 04-21-2015) in accordance with clause 24 of the Academic Board Regulations 2017, the Committee's Terms of Reference were amended on 4 February 2019 and 4 August 2021.

Rationale

The Learning and Teaching Quality Committee is responsible for monitoring, reporting and advising the Academic Board on learning, teaching, education and training activities and initiatives, and overseeing the planning, strategy, implementation and review of the University's learning and teaching framework, and activities related to learning, training and teaching, including student participation, retention and completion.

Terms of Reference

1. Will advise and make recommendations to the Academic Board on:
 - a) priorities and guidelines for educational innovations and enhancements in the University;
 - b) the implementation and success of the University's strategic educational goals;
 - c) the oversight of assessment, teaching, training and learning arrangements at all campuses and partnerships;
 - d) the development of mechanisms for the identification and dissemination of good practice and excellence in learning, training and teaching in the University;
 - e) the academic services and provisions within the University that enhance the student experience;
 - f) the developments in academic quality standards, measures and practices and related educational and training innovations [Sections 9(2)(b)(iii) and 9(2)(b)(i)]; and,
 - g) data requirements and analyses to support internal and external quality assurance and standards mechanisms in relation to learning, training and teaching.

2. Will monitor and make recommendations, where applicable, to the Academic Board on the following aspects related to:
 - a) compliance with, or gaps in, University regulations, policies and procedures related to teaching and learning Sections 9(2)(b)(ii) and (iii)] (see Appendix 1);
 - b) academic standards, quality assurance outcomes related to assessment, training and teaching performance against internal and external standards, quality indicators and benchmarks on all campuses and third party and partner locations [Governance, Academic and Student Affairs Statute 2013 (GASA) s 9(2)(b)(i) and 9(2)(b)(vi)];
 - c) reports on external and internal benchmarking related to assessment, learning, teaching and training and other quality measures;
 - d) academic quality with consideration of the learner and employer experience as it relates to teaching and learning quality and academic standards;
 - e) academic risks, including potential and integrity risks, to the University's compliance with the external regulations and standards (refer to Appendix 1) or related to teaching; and,
 - f) the priorities and working manner of the Committee, including its annual reports, work plans, and any proposals to amend these Terms of Reference that may arise from time to time.
3. To provide oversight of the University's learning, training and teaching requirements in relation to the following external regulations and standards:
 - HESF domains 2.2, 2.3, 3.3, 5.2,-5.4 and 6.3 of the [Higher Education Standards Framework \(Threshold Standards\) 2021](#);
 - Standards 1.3-1.5, 1.7-1.11, 2.1, 2.3, 2.4, 6.1 and 6.2 from [Standards for Registered Training Organisations \(RTOs\) 2015](#)
 - Standards 1, 2 3.3 and 4 of the [National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(National Code 2018\)](#).
 - VRQA [AQTF Standards 1.1-1.3, 1.5,2.1, 2.2, 2.4-2.7](#)
4. Will respond to any matters referred to it by the Academic Board.

Reporting

The Committee will report to the Academic Board after each meeting. The Learning and Teaching Quality Committee will receive reports from the Admissions Committee.

Quorum

A quorum for a meeting of the Committee will be a third of the membership plus one.

Deputy Chair

The Deputy Chair is normally appointed by the Committee from among academic members of the Committee. In the absence of the Chair, the Deputy Chair will assume the same rights and responsibilities accorded to the Chair, including attendance at Academic Board meetings to speak to the Report of the Committee.

Frequency of meetings

The Committee will meet nine times per year.

Original Academic Board Approval Date

Wednesday 4 August 2021

Modification History

| Date | Approval | Details |
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