

## TERMS OF REFERENCE

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### TEACHING QUALITY COMMITTEE (TQC)

Approving Authority: The Senate

Date Approved: 6 April 2021 - Senate 1/21

Review Date: Every 3 years from Date Approved

#### 1. Overview

The TQC is a committee of the Senate and exercises the following Senate power:

##### **Statute s29. Powers of Senate**

*The Senate shall, subject to the Charter and these Statutes, in addition to all other powers vested in it, have the following powers, duties and functions:*

- (a) *To advise the Council and report on matters pertaining to the quality of learning and teaching, research and scholarship and to recommend to the Council:*
  - (i) *the establishment or discontinuation of degrees, diplomas, certificates and other distinctions and awards;*
  - (ii) *the terms and conditions under which any institution or body may partner in the provision of academic programs or credit transfer arrangements;*
  - (iii) *the appropriate provision of academic support for the progression and graduation of students; and*
  - (iv) *any matters referred to it by the Vice-Chancellor or by the Council.*
- (b) *To approve new academic programs and changes to existing academic programs, and to review all existing academic programs on a regular basis.*

#### 2. Objective

The TQC is responsible to the Senate for ensuring that the University has an established framework to reflect international best practice in teaching, learning and supervision in alignment with the University's Strategic and Academic Plans.

#### 3. Membership

Deputy Vice-Chancellor (Education), Chair  
Director, Education  
Director for Flexible Learning  
Director, Research  
University Librarian  
Deputy Heads of Schools (Learning, Teaching & Quality)  
Two Campus Directors, appointed by the Vice-Chancellor and President  
A representative from the ITeL Committee, appointed by the ITeL Chair  
Director, Pacific TAFE  
Director, PaCE-SD  
Director Planning and Quality  
President of USPSA Federal  
One student representative, appointed by the President of USPSA Federal

The Committee may co-opt any University staff or student as and when required

#### **4. Duties and Responsibilities**

- (a) To monitor quality and risk management in teaching, learning and supervision at the University;
- (b) To develop and/or recommend policies, procedures, guidelines and practices in support of continuous improvement of teaching, learning and guide their dissemination and implementation within the University;
- (c) To ensure that teaching, supervision and course evaluation methodologies provide for feedback to Deans, Heads of School and teaching colleagues so that staff development plans and associated processes can achieve their objectives;
- (d) To receive and consider reports from Campuses, School, Faculty and University reviews and audits, and ensure that action plans are developed and implemented in accord with recommendations;
- (e) To develop and monitor research-based teaching, supervision and course evaluation and evaluation methodologies appropriate to the range of programmes offered by the University;
- (f) To develop and monitor assessment practices which ensures that assessment activities are consistent with learning outcomes and University graduate attributes;
- (g) To develop and monitor a system which ensures that research content in teaching and supervision is current and relevant;
- (h) To develop and monitor a range of research-based professional development activities to enable academic staff to enhance teaching and supervision in order to provide optimal learning for students;
- (i) To provide advice to the Staff Review Committee, and to Human Resource Management about policies and processes related to teaching quality;
- (j) To develop and monitor academic staff workload models which take account of the University's expectations with regard to teaching quality and other commitments;
- (k) To communicate and consult as appropriate on teaching quality issues with the Boards of Studies, the Academic Programmes Committee, the Senate, the Deans, the Vice-Chancellor, staff review, staff association, and students, and make recommendations as appropriate;
- (l) To provide a report to the Senate and Vice-Chancellor on the quality of teaching at the University wing each meeting.

#### **5. Meetings and Secretarial**

The Committee shall meet as least four times a year.

A quorum for all meetings shall be half the members of the Committee.

The Chair shall have a deliberative and casting vote.

The Committee shall report to the Senate.

Secretary: Council and Senate Secretariat

**6. Confidentiality**

Matters discussed at Senate or any of its Committees and matters discussed by Working Parties or Groups are normally not confidential, but if the papers regarding any matter are marked 'confidential' or if the Chair advises members that a particular matter is to be treated as confidential, the matter must not be divulged to any third party without the written approval of the Chair.

**7. Conflict of Interest**

Committee members, observers, and those in attendance, must declare any conflict of interest at the start of each meeting in relation to agenda items or before any discussion of any matter subsequently arising during the course of the meeting. Where members at Committee meetings are deemed to have a real or perceived conflict of interest, the Chair may require them to excuse themselves while the Committee deliberates on the matter.