

## TERMS OF REFERENCE

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### INNOVATIONS IN TECHNOLOGY ENHANCED LEARNING AND TEACHING COMMITTEE (ITeL)

**Approving Authority:** The Senate  
**Date Approved:** 6 April 2021 – Senate 1/ 21 meeting  
**Next Review Date:** 3 years from Date Approved

#### 1. Overview

The ITeL is a committee of the Teaching Quality Committee (TQC) 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:*

*(h) To oversee academic support, to promote and enhance the quality of the student learning experience, and to regulate student discipline.*

#### 2. Objective

ITeL is concerned with all matters in respect of ICT supported education including innovative teaching, online student support, and student learning support. It is intended to ensure the University engages in leading edge learning and teaching that is supported by digital technologies in a manner that is pedagogically sound and research-informed (both institutionally and internationally). ITeL seeks to ensure robust debate occurs about the myriad of options open to the University in this space; and that any innovations are piloted, evaluated and implemented across the institution. It does not seek to stifle innovation at the Faculty or Centre level, but seeks to ensure that decisions about investment in technologies and other innovations are strategic in nature. ITeL has an advisory role to the University through TQC on the spending of CAPEX on educational technologies.

ITeL does not consider the use of educational technology/equipment which is used exclusively/ primarily for research, but shall consider technology that is partially used for teaching and for research purposes. The Committee does consider the use of technology for general, as well learning support.

#### 3. Membership

Director, Centre of Flexible Learning (Chair)  
Director, Education  
Director, Research or nominee  
Deputy Heads of Schools (Learning, Teaching & Quality)  
One Campus Director  
Director, Pacific TAFE or nominee  
Head for Learning Technologies and Analytics  
Director, ITS or nominee  
Group Manager, Student Administrative Services or nominee

One student representative, appointed by the President of USPSA Federal USP Librarian, or nominee

*In Attendance*

Centre for Flexible Learning, Head of Learning Experience Design & Development

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

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

- (a) To make recommendations to the University through the TQC with respect to the introduction, and use of technology in learning & teaching;
- (b) To evaluate existing and emerging teaching technologies that will facilitate innovation in learning & teaching;
- (c) To provide a forum which facilitates dialogue and quality improvement in the provision of technology in learning & teaching equipment, and the quality of online support services;
- (d) To assist Information Technology Services and Property & Facilities to develop priorities for upgrade of rooms and technology in teaching equipment;
- (e) To define the processes for the consideration of business cases for technology in learning & teaching initiatives;
- (f) To assist the University through the TQC with the prioritisation of the annual audio visual/video conferencing and technology in the CAPEX budget;
- (g) To advise the University through the TQC on priorities for technology in learning & teaching CAPEX and capital development investments;
- (h) To monitor the expenditure of capital funds approved by the University and provide appropriate feedback to improve subsequent allocation processes;
- (i) To second staff as appropriate and establish sub-committees as required to obtain appropriate input to technology in learning & teaching initiatives; and
- (j) To evaluate and recommend to TQC institutional research projects related to learning & teaching.

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

The Committee shall meet monthly, 3 weeks before scheduled TQC meetings.

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 ITeL Committee 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.