

Teaching Quality Committee

Number:	1.6.2.02
Responsibility:	Deputy Vice-Chancellor (Learning, Teaching & Student Services)
Date approved:	Senate 3/15 on 16 September and 06 October 2015
Date last amended:	Senate 1/17 on 12 April 2017
Date for next review:	April 2019

1 Overview

The Teaching Quality Committee (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.

The TQC 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: ... (b) ...to review all existing academic programmes on a regular basis.

2 Membership

Deputy Vice-Chancellor (Learning, Teaching & Student Services), Chair
Pro Vice-Chancellor, Flexible Learning
University Librarian
Associate Deans (Planning & Quality)
One Head of School per Faculty appointed by the Dean
Two Campus Directors, appointed by the Vice-Chancellor and President
A representative from the e-LITE Committee, appointed by the Chair
Executive Director, Pacific TAFE
Director PaCE-SD
Senior Quality Assurance Coordinator
President of USPSA Federal
One student representative appointed by the President of USPSA Federal

Secretary

Council and Senate Secretariat

3 Terms of Reference

- 3.1 To monitor quality and risk management in teaching, learning and supervision at the University;
- 3.2 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;

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- 3.3 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;
 - 3.4 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;
 - 3.5 To develop and monitor research-based teaching, supervision and course evaluation and evaluation methodologies appropriate to the range of programmes offered by the University;
 - 3.6 To develop and monitor assessment practices which ensures that assessment activities are consistent with learning outcomes and University graduate attributes;
 - 3.7 To develop and monitor a system which ensures that research content in teaching and supervision is current and relevant;
 - 3.8 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;
 - 3.9 To provide advice to the Staff Review Committee, and to Human Resource Management about policies and processes related to teaching quality;
 - 3.10 To develop and monitor academic staff workload models which take account of the University's expectations with regard to teaching quality and other commitments;
 - 3.11 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;
 - 3.12 To provide a report to the Senate and Vice-Chancellor on the quality of teaching at the University following each meeting.

4 Frequency of Meeting

The TQC shall meet at least four times a year.

5 Quorum

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

6 Confidentiality

All matters discussed by the Committee are confidential, and shall 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.

Council and Senate Secretariat