

Terms of Reference

Learning and Teaching Innovation Subcommittee

Responsible officer	Chair, Education Committee	Approval Date	16 March 2023
Committee Services Officer	Executive Officer (Academic Committees)	Approval Authority	Education Committee

1. Role

The Learning and Teaching Innovation Subcommittee is responsible to Education Committee for evaluating and providing advice on educational innovations to foster high quality learning and teaching.

2. Function

The function of the Learning and Teaching Innovation Subcommittee is to consider and provide advice to Education Committee on:

1. strategies to promote high quality and innovative teaching within the University
2. trends and developments in transformative educational technologies, teaching and learning innovations, pedagogy and assessment; and changes required to reflect best practice
3. the quality and effectiveness of educational innovations or proposals for innovations
4. best practice initiatives and evidence-based research to drive innovation in educational practice.

3. Membership

3.1. Membership Structure

The members of the Learning and Teaching Innovation Subcommittee consist of:

- Co-Chairperson, nominated by the Provost and approved by the Education Committee (ex officio)
- Co-Chairperson who is an elected member of Education Committee, appointed by the Chair (Education Committee) following an Expression of Interest process
- Up to seven Associate Heads of School (Learning, Teaching and Student Success)
- Two elected Postgraduate Coursework students from different discipline clusters, elected by and from the Postgraduate Coursework students of the University
- Two elected Undergraduate students from different discipline clusters, elected by and from the Undergraduate students of the University
- Two elected members of Education Committee or Research Committee, appointed by the Chair, Education Committee
- Dean (Learning and Teaching Futures) (ex-officio)
- Head of College (College for First Nations) (ex officio)
- Head of College and Dean (Pathways Education), or nominee (ex officio)
- Director (Library Services), or nominee (ex officio)

- Director (Support for Learning), or nominee (ex-officio)
- Director (Micro-credential Unit) or nominee (ex officio)
- Associate Dean (Graduate Research School), or nominee (ex officio)
- Senior Education Technology Advisor (Learning and Teaching Futures Portfolio) (ex officio).

3.2. Quorum

At a meeting of the Subcommittee, 50% of its members with at least two elected members constitutes a quorum.

3.3. Terms of Office

1. Ex officio members remain members for their term of office.
2. The term of office for appointed representatives is one year however the term may be varied by the relevant appointing authority. There is no restriction on the number of renewable terms.
3. The term of office for elected student members is one year, with an annual opportunity to continue their membership to a maximum term of three years without the need for an election. Student members will be eligible for re-election after this period.

3.4. Responsibilities of Subcommittee Members

1. Members are identified as coming from named organisational entities to facilitate the consultation process. However, members are not appointed to represent their particular organisational constituencies and are expected to contribute to the Learning and Teaching Innovation Subcommittee in the overall interests and objectives of the University.
2. Subcommittee members are required to fully prepare for each meeting, read the documents in advance and make every reasonable effort to attend each meeting.
3. Members of the Subcommittee are to maintain appropriate standards of conduct, in accordance with the Code of Conduct Policy.

3.5. Working Parties, Co-option and Observers

1. Following consultation with the Chair, Education Committee, the Subcommittee may establish ad hoc working parties to explore and make recommendations on specific questions or issues, as deemed appropriate.
2. The Subcommittee may co-opt members of the University to its membership for such terms as the Subcommittee may decide. Co-opted members will have full voting rights.
3. By endorsement of the Learning and Teaching Innovation Subcommittee, observers may be invited to attend meetings, noting that an observer may not contribute to debate unless invited to do so by a Co-Chairperson, and will have no voting rights.

3.6. Absences

Ex officio members who are unable to attend a particular meeting may nominate a person to attend on their behalf who will have full voting rights. Ex officio members should ensure nominees attending on their behalf are fully briefed and prepared to contribute to the meeting.

An elected member who is absent from two or more consecutive meetings without having been granted prior leave of absence by a Co-Chairperson (Learning and Teaching Innovation Subcommittee) will be deemed to have vacated the position, resulting in a casual vacancy.

4. Meetings, Reporting and Minutes

Frequency of Meetings:	The Learning and Teaching Innovation Subcommittee meets at least six times per year. Additional meetings may be called by the Co-Chairpersons as the need arises.
Reports To:	The Learning and Teaching Innovation Subcommittee reports to the next scheduled meeting of Education Committee after each meeting of the Subcommittee.
Minutes:	Minutes and a post-meeting action sheet will be kept for all meetings.

5. Review of Terms of Reference

The Terms of Reference will be reviewed annually by the Learning and Teaching Innovation Subcommittee to ensure they remain consistent with the Subcommittee's objectives and responsibilities. Any proposed amendments to the Terms of Reference will be referred to Education Committee for approval.

- Modification History

Date	Source	Details
5 May 2022	Education Committee	Approval of Terms of Reference by Education Committee
13 October 2022	Education Committee	Changes to membership structure
16 March 2023	Education Committee	Minor changes to functions and membership structure