

TEACHING AND LEARNING COMMITTEE TERMS OF REFERENCE

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1. Role

The Teaching and Learning Committee is an advisory and consultative committee, established by the institute and reports to the Academic Board. It deals with matters pertaining to the strategic planning, policy directions, quality, standard and integrity for teaching and learning in coursework programs (*Higher Education (HE) & Vocational Education and Training (VET)*) as well as the development of the EIT's teaching and learning culture and profile.

2. Functions and Responsibilities

The Teaching and Learning Committee is responsible for considering the following matters and making recommendations to the Academic Board, or the relevant decision-making authority as per EIT policies and procedures:

- providing academic leadership for VET and HE courses at EIT.
- proposing, monitoring and advising on academic standards and quality relating to teaching and learning.
- principles of student selection and admission, progression, retention, assessment and academic integrity.
- monitoring best practice initiatives and evidence-based research to drive innovation in educational practice.
- academic staff development, including monitoring and reviewing academic staff development initiatives and their effectiveness.
- teaching and learning risk management, assessing and monitoring risks to the teaching and learning activities, and reporting on these risks.
- course review cycles and quality assurance processes, including benchmarking and their effectiveness in upholding teaching and learning excellence.
- provide reports, as required, to the Academic Board on the implementation of EIT's strategies for learning and teaching.

- provide advice to the Academic Board on the achievement of best practice interaction, including pathways, between Vocational Education and Training and Higher Education activities.
- provide advice to the Academic Board and EIT Community on developments in learning and teaching, including the implications of changes in technology for the Vocational Education and Training and Higher Education learning and teaching.
- recommend and provide input to the Academic Board on accreditation, review, re-accreditation and discontinuation of courses or units.
- action changes to VET and HE courses pursuant to the delegations as approved.
- provide input on course design (both HE and VET courses) that promotes the achievement of best practice interaction between Vocational Education and Training and Higher Education activities.
- advise and make recommendations to the Academic Board on EIT's approach to, and processes for, quality assurance of learning and teaching including the articulation, implementation and monitoring of academic standards in accordance with the requirements of external regulatory and professional bodies.
- review and report to the Academic Board on trends indicated in survey instruments and identify strategies to improve outcomes, and overall student and stakeholder satisfaction.

3. Membership

The membership will consist of:

- Chair of T&L (1)
- Chair of Academic Board (1)
- Dean of Engineering (1)
- Deputy Dean (1)
- Course Coordinators from each school (max. 5)
- Teaching and learning academic staff representative from each school who is actively teaching, preferably with experience in admission and selection or progress (1)
- A coursework undergraduate student of EIT appointed by the Chair of the Academic Board (1)
- A coursework postgraduate student of EIT appointed by the Chair of the Academic Board (1)
- Academic Resources Manager (1)

4. Chairing

The Chair of the Teaching and Learning Committee shall be elected by EIT for a two-year term. At any meeting of the Committee where the Chair is absent a member elected by a majority of the members present shall preside.

5. Meetings

The Committee will meet on at least eight (8) occasions in a year with provision for in-person and technology mediated meetings. The Chair may call additional meetings if necessary.

6. Reporting

The Committee shall provide a report to the Academic Board after each meeting by making its minutes available at the next Academic Board meeting.

7. Review

Every 2 years after commencement.

8. Quorum

The quorum for a committee meeting shall be 50% of the voting membership plus one.

9. Resolutions of the committee

Matters requiring a resolution or recommendation by the Committee are to be determined by simple majority. In the event of a tied vote the Chair will have a casting vote. Any resolutions or recommendations of the Teaching and Learning Committee will be noted in the reports to the Academic Board.

10. Agenda and minutes

There will be a written agenda distributed prior to each meeting. Meeting minutes will be maintained for each meeting and distributed to relevant stakeholders.