

Teaching, Learning and Quality Committee Terms of Reference

Purpose

1. Through the establishment of an Academic Board under the delegation of the Board of Directors, the Academic Board establishes a standing committee of the Academic Board, the Teaching, Learning and Quality Committee (TLQC) to assist the Academic Board in overseeing and safeguarding the quality, standard and integrity of existing courses and academic matters at Global Higher Education (GHE).

Definitions

2. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>

Principles

3. The TLQC operates according to the following principles at all times:
 - a) the TLQC is a Committee of Academic Board;
 - b) the TLQC reports to and is accountable to the Academic Board;
 - c) the TLQC is established as a forum for the provision of advice to the Academic Board on all matters associated with the quality, governance and integrity of teaching and learning;
 - d) linkages are maintained between the TLQC, the Course Development and Advisory Committee (CDAC), the Academic Board and management to maintain and support coherent academic governance, and the quality and integrity of GHE courses and the student experience.

Membership

4. The TLQC will comprise no less than four members and not more than ten members comprised of ex officio members and staff and student representatives as follows:

Ex officio members

- a) the Academic Director as Chair;
- b) Course Coordinators, one to represent each of the GHE courses;
- c) Operations Director;
- d) the Registrar;
- e) Head of Library and Learning Resources;

Staff and student membership

- f) Upon successful registration and subsequent commencement of course delivery, GHE will develop a framework and protocols to enable academic staff and student participation in academic governance at GHE.

Appointment

5. Ex officio members shall remain members of the Committee for the period they hold specific office.
6. All members agree to undertake induction and professional development activities as agreed by the Academic Board.

Code of conduct

7. All members must meet the 'Fit and Proper Persons Requirements' as required by the *Tertiary Education Quality and Standards Agency Act 2011* and the *Education Services for Overseas Students Act 2000*.
8. All members must declare any real or perceived conflict of interest through a declaration of interests and conflicts prior to their appointment and as an ongoing obligation should a real or perceived conflict arise.
9. All members must act in the best interest of GHE and perform their duties in line with the interests of GHE.

Terms of reference

10. The TLQC is responsible for providing advice and recommendations to the Academic Board on matters of academic quality, standards and integrity across GHE's operations and is delegated by the Academic Board to:
 - a) monitor the implementation of the Teaching and Learning Plan and achievements against academic targets and initiatives as set by the Academic Board;
 - b) review GHE's academic policies against applicable regulatory standards including the *Higher Education Standards Framework (Threshold Standards) 2021*, the *Australian Qualifications Framework* and any relevant standards that may apply and make recommendations to the Academic Board in relation to policy coherency, effectiveness, alignment with sector-wide standards, compliance, and implementation;
 - c) monitor, review and recommend corrective action based on a regular and systematic review of student performance data including but not limited to:
 - i. student progress, attrition, retention, completion by unit and course;
 - ii. student performance and outcomes by cohort (including by basis for admission and credit);
 - iii. academic appeals and outcomes;
 - iv. student, staff and graduate surveys;
 - v. academic integrity incidents and outcomes;
 - vi. student at risk and interventions;
 - vii. completions;
 - viii. graduate destinations;
 - d) monitor student and staff feedback regularly and make recommendations to the Academic Board or Management as required;
 - e) provide the Academic Board with advice and recommendations arising from ongoing monitoring of institutional processes for admission including credit or RPL, orientation, assessment, academic support, course delivery or work-integrated learning in line with GHE's policy framework;

- f) ensure that pre- and post- moderation of assessment undertaken in units in each teaching period is robust, consistent and is able to confirm that learning outcomes have been achieved;
- g) coordinate and undertake internal and external benchmarking to guide the delivery of teaching and learning, and assess achievement of learning outcomes and report the outcomes and any recommendations arising from benchmarking activities to the Academic Board;
- h) review and assess the effectiveness of initiatives designed to identify and mitigate risk and/or to enhance student experience and outcomes;
- i) review scholarship of teaching practices and pedagogy at GHE and the policies for its support and implementation;
- j) implement relevant recommendations from Academic Board arising from advice from the CDAC and from independent comprehensive course reviews;
- k) monitor the implementation of course improvements and report the progress and impact of improvements to the Academic Board;
- l) recommend minor changes to existing units to the Academic Board that arise from ongoing monitoring that are evidence-based and in line with approved policy, and registration and accreditation requirements;
- m) liaise with Management, the Academic Board, CDAC and Audit and Risk Committee as necessary;
- n) establish working groups as necessary to assist with non-ongoing targeted or thematic projects of the Committee or as directed by the Academic Board;
- o) undertake any tasks, reviews or other activity as delegated by the Academic Board.

Sub-committees

11. The TLQC does not have the authority to establish sub-committees or delegate powers.

Quorum

12. At least four members including the Chair form a quorum.
13. In the case of a deadlocked decision, the Chair may exercise a casting vote to enable a decision being made.

Meetings

14. The TLQC meets at least four times per year prior to each Academic Board meeting or as determined by the Chair, Academic Board.
15. A dedicated minute taker must attend and take minutes at every meeting.
16. Committee papers must be distributed at least 7 days prior to all meetings, although late papers may be circulated on a need's basis.
17. All meetings must be scheduled through an Annual Teaching, Learning and Quality Committee Work Plan.
18. Meetings can take place via electronic / digital communication tools or face-to-face.
19. The Chair may appoint an acting Chair during an absence.

Associated information

Related Internal Documents	Governance Framework Terms of Reference Board of Directors Terms of Reference Audit and Risk Committee Terms of Reference Academic Board Terms of Reference Course Development and Advisory Committee Delegation of Authority Policy and Schedule Glossary of Terms
Related Legislation, Standards and Codes	<i>Corporations Act 2001</i> <i>Tertiary Education Quality and Standards Agency Act 2011</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>Education Services for Overseas Students Act (ESOS) 2000</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> <i>Australian Qualifications Framework 2013</i>
Date Approved	20 December 2019
Date Endorsed	21 February 2020
Date of Effect	21 February 2020
Date of Review	June 2026
Approval Authority	Academic Board
Policy Custodian	Governance Officer
PinPoint DocID	2510

Change history

Version Control	Version 1.4	
Change Summary	22-Oct-19	V1.0 Draft to Board of Directors (BoD) for consideration, and recommended to Academic Board (AB) for further development with minor amendments
	12-Dec-19	V1.1 Draft incorporating BoD requested amendments approved by AB 20-Dec-19 with minor amendments
	24-Feb-20	V1.2 including amendments requested by 20 Dec 19 AB endorsed by BoD 21 Feb 20 plus editorials by GO
	28-May-20	V1.3 administrative updates incl role titles and cl 7
	10-Oct-23	V1.4 administrative updates following TEQSA registration

Warning - Document uncontrolled when printed! The current version of this document is maintained on the GHE website at <https://www.globalhe.edu.au/policy>