



Terms of reference for LEARNING and TEACHING COMMITTEE

Convenor:	Deputy Vice-Chancellor (Academic)
Related committees:	Faculty Boards (including Faculty of Graduate Research and ToiHuarewa), Academic Programmes Committee, Research Committee
Purpose:	To assist the Academic Board to discharge its responsibilities in relation to matters concerning learning, teaching (including assessment), the student learning experience, and delivery of curricula.
Responsibilities:	1. To assist the Academic Board with respect to matters relevant to its terms of reference, including by: (a) Supporting the development and promotion of excellence in learning and teaching consistent with approved strategies and plans. (b) Advising on award criteria and overseeing the evaluation of Teaching and Tutor Excellence Awards. (c) Advising and making recommendations on academic policies and procedures relating to the delivery and evaluation of learning and teaching. (d) Advising on teaching quality, including systemic issues arising from programme reviews. (e) Addressing obligations arising under Te Tiriti o Waitangi as they concern learning and teaching quality and practice. 2. To provide advice on the development, implementation, monitoring and review of plans and strategies for teaching. 3. To support and facilitate research and scholarship into learning and teaching including advising on criteria and the administering and disbursement of research grants designed to encourage innovation in learning and teaching design and delivery. 4. To provide advice and pedagogical expertise on issues related to the digital infrastructure for learning and teaching.
Authority:	The Learning and Teaching Committee has no authority independent of the functions delegated to it by the Academic Board or otherwise in accordance with the Delegations Statute. It may not sub-delegate authority other than in accordance with the Delegations Statute

Membership:	The Committee has the following members: <u>Ex-officio</u> 1. Director, Centre for Academic Development (Deputy Convenor) 2. Director, Tītoko 3. Director, Teaching-Intensive Academic Career Pathway 4. University Librarian 5. Director, Te Pūrengi—Student Experience and Wellbeing 6. Manager, Te Amaru—Disability Services 7. Manager, Quality and Policy 8. Manager, Student Learning 9. Principal Adviser Academic Integrity 10. AVC (Pasifika) 11. The President or Academic Vice President of the Victoria University of Wellington Students' Association (VUWSA) 12. The President or Vice-President of the Postgraduate Students' Association (PGSA) 13. Associate Dean (Learning and Teaching) or equivalent from each Faculty * Ex-officio members are able to appoint nominees for their membership with the agreement of the Convenor. <u>Appointed representatives</u> 14. One representative from Toi Huarewa, appointed by the Deputy Vice-Chancellor Māori 15. One representative from the Faculty of Graduate Research, appointed by the Dean 16. One representative from Ngāi Taura 17. One representative from Victoria International Student's Association (V-ISA) 18. One tutor appointed by the Convenor 19. One representative nominated by VicTeach 20. Additional members may be co-opted as needed.
Secretary:	Executive Assistant to the Director of the Centre for Academic Development
Meeting Frequency:	Monthly or as otherwise required.

Procedures:	1. Papers are to be distributed to members one week in advance of each meeting. 2. A quorum at meetings of the Committee will be at least half the members. 3. The procedures governing meetings of the Academic Board will apply to any meetings of the Committee, except to the extent inconsistent with these Terms of Reference.
Information and reporting	1. After each meeting of the Committee, the Convener will report the Committee's recommendations to the Academic Board. 2. A list of members of the Committee will be published on the University website and will be regularly updated.