

## **Terms of Reference, Membership and Term of Office**

### **Faculty of Health Science Teaching and Learning Committee**

As required by the Ordinance 99 – Academic Structure, each Faculty is to have a Teaching and Learning Committee, chaired by the Faculty's Associate Dean for Teaching and Learning.

#### **Terms of Reference**

The function of the Faculty Teaching and Learning Committee is to provide advice to the Associate Dean on –

- proposals for new courses and amendments to existing courses
- entry requirements
- academic assessment
- teaching and learning issues within the Faculty.

This advice is to assist the Associate Dean (Teaching and Learning) in –

- providing leadership in teaching and learning across the Faculty;
- monitoring quality, planning improvements and learning outcomes in courses and teaching across the Faculty;
- initiating and supporting teaching and learning developments within the Faculty;
- promoting and supporting Teaching Excellence Awards, Teaching Development Grants and Teaching Merit Certificates;
- other tasks delegated by the Dean.

In conjunction with the Faculty Executive, the Faculty Teaching and Learning Committee is relied upon by the Academic Senate and the University Teaching and Learning Committee to take primary responsibility for identifying strategies to address problems and for the implementation of measures for improving quality in relation to University and Faculty plans and objectives in teaching and learning.

#### **Membership**

Membership is determined by the Faculty Executive, is representative of the programs, disciplines and schools within the Faculty, and is inclusive of at least one student representative elected or appointed by and from the SRN representatives in the Faculty (at the time and in the manner that the Faculty determines – ref. members listed below).

The teaching and learning committee reports annually to the first meeting of Academic Senate on matters including membership.

Members of the Faculty of Health Science Teaching and Learning Committee in 2009 are:

- Chair, Associate Dean (T&L) – A/Prof Justin Walls
- School of Human Life Sciences – Ms Tracy Douglas
- School of Medicine/MEU Director – A/Prof Craig Zimitat
- School of Nursing & Midwifery – A/Prof Ros Bull
- School of Pharmacy – Mrs Sandra Holmes
- University Department of Rural Health – Dr Erica Bell
- CALT representative – Ms Sharon Thomas
- Library representative – Ms Cherie Holmes
- Student representative – Ms Peivern Fong
- Ms Jo Osborne – Ex officio
- Prof Judi Walker – Ex officio
- Others as appropriate.

### **Criteria for School/Department Participation**

- A School/Department representative must be familiar with University, Faculty and School rules, guidelines, policies and practices;
- A Head of School/Department must be available to the representative before an FT&LC meeting;
- The School/Department representative must seek information before the meeting and report to the School/Department after the meeting;
- There must be a proxy, properly briefed, when a representative is unable to attend a meeting.

### **Term of Office**

The term of office for all Faculty Teaching and Learning Committee members is normally three calendar years, with review at the end of each year. Following an inaugural year and subsequent review, the current term of office ends on 31<sup>st</sup> December 2009.