

TEACHING AND LEARNING QUALITY ASSURANCE COMMITTEE
A COMMITTEE OF THE ACADEMIC BOARD
COMPOSITION AND TERMS OF REFERENCE

1. Composition

President of the Academic Board

Vice-President of the Academic Board or the Deputy Vice-President of the Academic Board

Provost or Pro-Vice Chancellor (Academic)

A chairperson appointed by the President

Director, Business Intelligence Reporting (or nominee)

Director, Student Success

A senior member of the Centre for the Study of Higher Education, nominated by the President of the Academic Board for a term of up to two years

Academic Secretary or Academic Governance Officer

Director, Academic Strategy

Four members of the Board elected by the Academic Board for a term of two years; two members to retire each year

Two members of the academic staff not being members of the Academic Board, elected by the Academic Board for a term of two years; one member to retire each year

An academic staff member with expertise in indigenous studies, nominated by the President, for a period of up to two years

Up to four members of the Academic Board appointed as members of the Committee by the President of the Academic Board for a term of up to two years in order to take into account matters such as the balance of membership by discipline and expertise in teaching and learning

Up to six additional members, not being members of the Academic Board, nominated by the President of the Academic Board for a term of up to two years having regard to gender balance and disciplinary expertise of the membership.

Up to six members of the academic staff at Lecturer B or C level not being members of the Academic Board, elected by the Academic Board for a term of two years; one member to retire each year

Two nominees of the University of Melbourne Graduate Student Association

Two nominees of the University of Melbourne Student Union

One student nominated by the University of Melbourne Student Union (International)

2. Chairperson

Academic Board must appoint a person to chair the Committee for a period of up to two years. A person so appointed will be eligible for re-appointment. Academic Board must also appoint a Deputy Chairperson, in consultation with the Chairperson.

3. Quorum

A quorum for the committee is 3 or 20% of the current membership, whichever is greater.

4. Terms of Reference

4.1 To advise the Academic Board on quality assurance policy and processes for teaching and learning in undergraduate and postgraduate award courses and subjects. As part of its responsibilities, and within the framework of Growing Esteem and the University's Teaching and Learning Plan, TALQAC has particular responsibilities in relation to quality assurance of award courses (including course structure and coherence), assessment and examination policies, processes for course management, learning support, student progress and student transition into courses and careers.

4.2 In collaboration with Faculties, Graduate Schools, related Academic Board committees, the Centre for the Study of Higher Education, the Business Intelligence and Reporting Unit and the

Provost to develop appropriate qualitative and quantitative measures of performance of teaching and learning, taking into account national and international recommended practices, including the quality framework of the Tertiary Education Quality and Standards Agency (TEQSA), and to oversee, monitor and review their use.

- 4.3 To advise the Academic Board on priority areas for evaluation and quality assurance of academic programs and associated student support programs, and, in collaboration with the Provost to recommend the academic units and areas of teaching and learning that are scheduled for the next annual cycle of evaluations.
- 4.4 To review and evaluate quality in teaching and learning of all award courses and associated student support services and programs, and to make recommendations to the Academic Board and through the Board to Council, on appropriate actions to improve the quality of teaching and learning in those courses and programs.
- 4.5 To evaluate systems and structures for the effective interaction between Faculties, Graduate Schools, Research and Research Training Committee, relevant Academic Board committees, and University Services in the development and use of measures to encourage adoption of good practice in academic programs.
- 4.6 To advise and liaise with the Provost, Director of the Centre for the Study of Higher Education, Deans, Course Standing Committee Chairs, related Academic Board committees, and associated student and administrative supporting programs and services on matters within its purview.
- 4.7 To monitor the quality and effectiveness of programs designed to facilitate the transition of students into undergraduate and postgraduate courses and from courses into careers.
- 4.8 To review final reports provided by Professional Associations on course accreditation on behalf of the Academic Board.

5. Reporting

The Teaching and Learning Quality Assurance Committee will report to the next Academic Board meeting after each meeting of the committee.

6. Secretariat

The Academic Secretary, or nominee, will provide secretariat support to the committee.

Academic Board approval, meeting dates: 21/3/96, 18/4/96, 18/2/99, 24/6/99, 22/2/01, 22/11/01, 20/6/02, 23/10/03, 21/7/05, 22/6/06, 22/2/07, 7/4/11, 24/10/13, 4/12/14, (20/1/2015 (Approved by the President))