

Feedback Enhanced Learning and Teaching (FELT) Steering Committee Terms of Reference

Introduction

The Feedback Enhanced Learning and Teaching (FELT) Steering Committee “the Committee”), a sub-committee of the Teaching and Learning Development Committee (TLDC), oversees the development and implementation of methods and practices that make use of Student Experience of Learning & Teaching (SELT) feedback to enhance learning and teaching at ANU.

Authority

The TLDC authorises the Committee, within the scope of its role and responsibilities, to:

- obtain any information it needs from any ANU staff and/or external party (subject to their legal obligation to protect information);
- request the attendance of any ANU staff at Committee meetings;
- discuss any matters with external parties (subject to confidentiality considerations); and
- obtain professional external advice, as considered necessary to meet its responsibilities, at the University’s expense.

Composition and Tenure

The Committee consists of:

- PVC (Education) or Pro-Vice Chancellor (Education and Digital) as Chair
- One academic representative from each ANU College nominated by the College Dean
- Manager, Evaluations, Planning and Performance Measurement (PPM)
- Two representatives, Centre for Learning and Teaching (CLT), nominated by the Director, CLT
- ANU Students' Association (ANUSA) Representative
- Postgraduate and Research Students' Association (PARSA) Representative

Tenure:

- The Committee may appoint a Deputy Chair from amongst its members, who serves in that role for a period of two years or until their term as a member expires.
- Appointed members, serve a term of two years and are eligible for re-appointment for a further one term.
- An appointed member may resign from the Committee in writing to the Chair.
- If an appointed member of the Committee is absent from 3 meetings of the Committee without the written approval of the Chair, or an appointed member ceases to be eligible for appointment, the Chair may declare the member's position vacant.
- When a vacancy occurs in the membership of the Committee, an eligible person may be appointed by the Chair to fill the vacancy, and serves the remainder of the former member's term of office.
- Whenever an opportunity arises for the Chair to appoint a new member to the Committee, the Chair will have regard to the current gender balance of the Committee before making decisions regarding an appointment.

Roles and Responsibilities

- The Committee exercises such roles and responsibilities as may be assigned to it by the TLDC from time to time, but only such powers as are explicitly delegated to it.
- The Committee's responsibilities are to:
 - a) Oversee development and implementation of a holistic approach to the evaluation of courses, with an emphasis on constructive peer review;
 - b) Oversee the development and implementation of triggers for course review, diagnostic tools to support course review, and integration of course evaluation and review into business process;
 - c) Work collaboratively to develop and prosecute programs of work to achieve the identified strategies;
 - d) Provide advice on scope and recommend the required resources needed to implement strategies such as staff, budget and equipment;
 - e) Ensure stakeholder communications are coordinated with the communications of other projects and general operational activities;
 - f) Monitor, review and report on the effectiveness of activities;
 - g) Exercise other functions as delegated by the TLDC to the FELT.

Responsibilities of Members

- Members of the Committee are expected to understand and observe the legal requirements of the *Australian National University Act 1991*, the *Public Governance, Performance and Accountability Act 2013* and University legislation.
- Members are also expected to:
 - act in the interests of the University as a whole;
 - contribute the time needed to study and understand the papers provided; and
 - apply good analytical skills, objectivity and good judgment.

Reporting

- The Committee will report to the TLDC.
- The Committee reports to the TLDC on its operation and activities.
The reports include:
 - a summary of the work it performed to fully discharge its responsibilities during the preceding year;
 - details of meetings, including the number of meetings held during the relevant period, and the number of meetings each member attended.
- The Committee may, at any time, report to the TLDC any other matter it deems of sufficient importance to do so.

Administrative Arrangements

Meetings and Planning

- The Committee will meet a minimum of once per term and may meet more frequently at the discretion of the Chair.
- A forward meeting plan, including meeting dates, location and agenda items, is agreed by the Committee each year. The forward meeting plan covers all its responsibilities, as detailed in this Terms of Reference.
- The Chair is required to convene a meeting if asked to do so by at least 50% of the Committee members.
- The Chair convenes and presides at all meetings of the Committee at which they are present. The Chair has a deliberative and a casting vote on all matters before a meeting of the Committee. When the Chair is unable to preside at a meeting, the Deputy Chair presides.

- The procedure at meetings of the Committee is determined by the person presiding over the meeting, taking into account the advice of the Committee members.
- All matters relating to individual persons, including appointments, enrolment candidacy for degrees, personal details, performance and conduct are treated as confidential. Confidential items are so marked on the agenda and taken before any observers are admitted to the meeting. At the beginning of the meeting, members of the Committee may ask that other particular items on the agenda be treated as confidential and the Committee will determine this. During the course of the meeting, the Chair may declare a particular item to be confidential and observers are asked to leave until consideration of that item has finished. Where feasible, all Confidential Items shall be grouped together at the end of the Agenda so that observers and invitees may leave the meeting and not be required to wait during discussion.

Attendance at Meetings and Quorums

- A quorum consists of at least 50 per cent of Committee members who hold office for the time being.
- Meetings are held in person, and the Committee member may only participate in a meeting by telephone or videoconference with the prior consent of the Chair. The Secretariat shall arrange the telephone or videoconferencing facility.
- An appointed member of the Committee who is unable to attend may nominate an alternate from the same category of membership to attend the meeting on their behalf. An alternate must be a person who would otherwise be eligible to be chosen as a member of the Committee.
- An ex officio member of the Committee who is unable to attend a meeting may nominate an alternate to attend the meeting on their behalf. The nominated alternate must be a senior member of staff from the same organisational unit as the member.
- Alternates have the same rights and responsibilities as Committee members. An alternate may not be appointed Deputy Chair.
- Meetings of the Committee are open to members of the ANU Council, academic and professional staff of University and to undergraduate and postgraduate students of the University, as observers. Observers register their intention to attend a meeting with the Committee Secretary in advance of the meeting; and are admitted by the Committee Secretary on a "first come first served" basis and within the constraints of available space in the meeting venue.

- Observers may only speak if invited to do so by the Chair and in such cases may only speak on the particular issue about which they were invited to speak. Observers may not bring recording equipment or cameras into the meeting.
- The Chair may request any other ANU staff and/or external party to attend Committee meetings or participate in certain agenda items.
- The Committee make decisions on a majority basis, with each representative or alternate having one vote and the Chair not having a second or casting vote, and
- If the Committee finds itself in a position of deadlock on an issue which a representative considers is a key material issue, refer the issue to TLDC.

Sub-Committees and Working Parties

- The Committee may establish one or more sub-committees or working parties to assist it in the carrying out of its functions.

Secretariat

- The Centre for Learning and Teaching (CLT) provides secretariat support to the Committee.
- The secretariat's key responsibilities are to:
 - develop of agenda items for each meeting;
 - Organise the distribution of agendas and papers to members prior to meetings; and
 - record, prepare and distribute the minutes of each meet
- CLT will ensure the agenda and supporting papers for each meeting are circulated (via the Committee's Sharepoint site) after approval from the Chair and at least five (5) business days before the meeting.
- CLT will ensure the minutes of the meetings are prepared and maintained. Minutes must be approved by the Chair and circulated to each member of the Committee no later than fifteen (15) business days after each meeting and endorsed at the next meeting.
- CLT will be responsible for maintaining the list of resolutions and actions resulting from the meeting.

Conflicts of Interest

- 37. Committee members must declare any material personal interests, whether they are actual, potential or perceived, at the start of each meeting or before discussion of the relevant agenda item or topic. Details of material personal

interests declared by Committee members, and actions taken, are appropriately recorded in the minutes.

Approved by resolution of the Teaching and Learning Committee meeting 1/2021.