

# Feedback Enhanced Learning and Teaching (FELT) Working Group

## Terms of Reference

### Introduction

1. The Feedback Enhanced Learning and Teaching (FELT) Working Group (“the Working Group”), is a working group of the Teaching and Learning Development Committee (TLDC), in accordance with section 32 of the TLDC Charter. This Terms of Reference sets out the Working Group’s objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

### Objective

2. The ANU is committed to delivering an unparalleled student experience that nourishes students’ intellectual curiosity, both in face to face and digital environments. The FELT Working Group will undertake a series of short-term activities around the Student Experience of Learning & Teaching (SELT) feedback and feedback more generally, to enhance learning and teaching at ANU. The working group will focus on key areas of work as directed by the Working Group Chair.

### Authority

3. The TLDC authorises the Working Group, within the scope of its role and responsibilities, to:
  - a) Obtain any information it needs from any ANU staff and/or external party (subject to their legal obligation to protect information);
  - b) Request the attendance of any ANU staff at Working Group meetings;
  - c) Discuss any matters with external parties (subject to confidentiality considerations); and
  - d) Obtain professional external advice, as considered necessary to meet its responsibilities, at the University’s expense.

### Composition and Tenure

4. The Working Group consists of:

- a) The Pro Vice-Chancellor (Education and Digital) or nominee as Chair;
- b) One academic representative from each ANU College nominated by the respective Associate Dean Education (or equivalent)
- c) Associate Director (Performance and Institutional Research), Planning and Service Performance (PSP) ;
- d) Two representatives, Centre for Learning and Teaching (CLT), nominated by the Director, CLT;
- e) ANU Students' Association (ANUSA) Representative;
- f) Postgraduate and Research Students' Association (PARSA) Representative.

### **Tenure:**

- g) The Working Group may appoint a Deputy Chair from amongst its members, who serves in that role for a period of two years or until the Working Group completes its work and provides a final report.
- h) Appointed members serve a term of two years or until the Working Group completes its work and provides a final report. Appointed members are eligible for re-appointment for a further one term in order to address completion of any emergent priorities identified within the remit of the Working Group.
- i) An appointed member may resign from the Working Group in writing to the Chair.
- j) If an appointed member of the Working Group is absent from 3 meetings of the Working Group 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.
- k) When a vacancy occurs in the membership of the Working Group, 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.
- l) Whenever an opportunity arises for the Chair to appoint a new member to the Working Group, the Chair will have regard to the current gender balance of the Working Group before making decisions regarding an appointment.
- m) The Chair will have regard to TLDC's objectives relating to student experience and student feedback initiatives and the need for both continuity and regular renewal, in filling positions in the Working Group.

### **Roles and Responsibilities of the Working Group**

- 5. The Working Group's responsibilities in relation to the development and implementation of methods and practices that respond to student (SELT) feedback, peer-to-peer feedback and holistic course reviews include:

- a) Work collaboratively to develop and prosecute programs of work to achieve the identified goals;
- b) Provide advice on scope and recommend the required resources needed to implement strategies such as staff, budget and equipment;
- c) Ensure stakeholder communications are coordinated with the communications of other projects and general operational activities;
- d) Monitor, review and report on the effectiveness of activities;
- e) Contribute as required to the final report of the Working Group.

## **Responsibilities of Members**

6. Members of the Working Group 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.
7. Members are also expected to:
  - a) Act in the interests of the University as a whole;
  - b) Provide two-way information flow regarding student feedback (SELT), peer-to-peer feedback, and holistic course review initiatives and actions from their work areas across the University;
  - c) Contribute the time needed to study and understand the materials provided; and
  - d) Apply good analytical skills, objectivity and good judgment.

## **Reporting**

8. The Working Group, with leadership from the Chair, will report to the TLDC on its operations and activities. These reports include a summary of the work it performed to fully discharge its responsibilities during the preceding year.
9. The Working Group may, at any time, report to the TLDC any other matter it deems of sufficient importance to do so or where the input or guidance of TLDC is sought.

## **Administrative Arrangements**

### **Meetings and Planning**

10. The Working Group will meet with sufficient regularity to accomplish its goals within appropriate timeframes identified, with meeting frequency at the discretion of the Chair.
11. A forward meeting plan, including meeting dates, location and agenda items, is agreed by the Working Group each year. The forward meeting plan covers all its responsibilities, as detailed in this Terms of Reference.

12. The Chair is required to convene a meeting if asked to do so by at least 50 per cent of the Working Group members.
13. The Chair convenes and presides at all meetings of the Working Group at which they are present. The Working Group operates on a consensus basis and where a vote is necessary, this will be facilitated by the Chair. Where a deciding vote is necessary this will be undertaken by the Chair. The Chair has a deliberative and a casting vote on all matters before a meeting of the Working Group. When the Chair is unable to preside at a meeting, the Deputy Chair presides.
14. The procedure at meetings of the Working Group is determined by the person presiding over the meeting, taking into account the advice of Working Group members.
15. 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 Working Group may ask that other particular items on the agenda be treated as confidential and the Working Group 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**

16. A quorum consists of at least 50 per cent of Working Group members who hold office for the time being.
17. Meetings are held in person where possible, and Working Group members may participate in a meeting by telephone or videoconference with the prior consent of the Chair. The Secretariat shall arrange the telephone or videoconferencing facility.
18. An appointed member of the Working Group who is unable to attend may nominate an alternate from the same category of membership to attend the meeting on their behalf, with prior consent from the Chair
19. Alternates have the same rights and responsibilities as Working Group members. An alternate may not be appointed Deputy Chair.
20. Observer status will be facilitated where appropriate. The Chair may request any other ANU staff and/or external party to attend Working Group meetings or participation in certain agenda items.
21. If the Working Group finds itself in a position of deadlock on an issue which a representative considers is a key material issue, the issue will be referred to TLDC.

## **Secretariat**

22. The Centre for Learning and Teaching (CLT) provides secretariat support to the Working Group.

23. The secretariat's key responsibilities are to:

- a) Develop agenda items for each meeting;
- b) Organise the distribution of agendas and papers to members prior to meetings; and
- c) Record, prepare and distribute the minutes of each meeting.

24. CLT will ensure the agenda and supporting papers for each meeting are circulated (via the Working Group's SharePoint site) after approval from the Chair and at least five (5) business days before the meeting.

25. 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 Working Group no later than fifteen (15) business days after each meeting and endorsed at the next meeting.

26. CLT will be responsible for maintaining the list of resolutions and actions resulting from the meeting.

## **Conflicts of Interest**

27. Working Group 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 members, and actions taken, are appropriately recorded in the minutes.

## **Assessment and Review**

28. The Chair will initiate an annual review of the performance of the Working Group, and this Terms of Reference, with appropriate input sought from Working Group Members, TLDC Members and any other relevant stakeholders. The review of the performance will be conducted on a self-assessment basis unless otherwise determined by the Chair.

*Approved by resolution of the Teaching and Learning Committee meeting 5/2021.*