

Teaching and Learning Development Committee Charter

Introduction

1. The Academic Board of the Australian National University has established the Teaching and Learning Development Committee (“the Committee”) in accordance with section 25 of the [Governance Statute 2020](#).
2. This Charter sets out the Committee’s objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

3. The objective of the Committee is to monitor and advise the Academic Board on the development of Teaching and Learning within the University.

Authority

4. The Academic Board 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

5. The Committee consists of:
 - the Pro Vice-Chancellor (Education and Digital), or nominee, as Chair of the Committee;
 - One representative from each ANU College nominated by the College Dean, whose portfolio includes educational innovation, or a Distinguished Educator;

- Director, Information Technology Services, or their nominee;
- Director, Centre for Teaching and Learning, or their nominee;
- Director, Tjabal Indigenous Higher Education Centre, or their nominee;
- Director, Planning and Performance Measurement, or their nominee;
- Dean, Academic Quality, or their nominee;
- An ANU College General Manager, nominated by the General Managers;
- The President of the Postgraduate and Research Students Association Inc. (PARSA), or their nominee;
- The President of ANU Students' Association Inc. (ANUSA), or their nominee;
- Chair, Technology-Enhance Learning Reference Group, or their nominee;
- One member of the academic staff, who is not a member of any College Executive Committee, elected by members of the academic staff of the University
- One elected member of the Academic Board appointed by the Chair of Academic Board; and
- One member of academic staff appointed by the Chair for their relevant expertise.

6. The Committee may appoint a Deputy Chair from amongst its members, who serve in that role for a period two years or until their term as a member expires.

7. Appointed members, other than student members and Academic Board appointees, serve a term of two years and are eligible for re-appointment. The student members of the Committee are appointed for one year and are eligible for re-appointment. The Academic Board member is appointed for the duration of his/her current term on Academic Board and is eligible for re-appointment.

8. An appointed member may resign from the Committee in writing to the Chair.

9. 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.

10. 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.

11. 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

12. The Committee exercises such roles and responsibilities as may be assigned to it by the Academic Board from time to time, but only such powers as are explicitly delegated to it.

13. The Committee's responsibilities are to:

a. Monitor best practice initiatives and evidence based research to drive innovation in educational practice; ensure the realisation of the University's strategy in relation to education innovation, quality and experience by:

(i) Facilitating the development of educational innovation and distinctive approaches to education;

(ii) Ensuring that University policies, procedures and guidelines on learning and teaching support educational innovation and distinctive approaches to education;

(iii) Monitoring and evaluating the University's teaching and learning to identify areas to which particular attention needs to be paid;

b. Advise the Academic Board and the University Executive on the higher education teaching and learning environment; and

c. Consider and report on any matter referred to it by the Academic Board or the University Executive.

Responsibilities of Members

14. 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.

15. 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

16. The Committee regularly, but at least once a year, reports to the Academic Board on its operation and activities. The report includes:

- A summary of the work it performed to fully discharge its responsibilities during the preceding year; and
- Details of meetings, including the number of meetings held during the

relevant period, and the number of meetings each member attended.

17. The Committee may, at any time, report to the Academic Board any other matter it deems of sufficient importance to do so.

Administrative Arrangements

Meetings and Planning

18. The Committee meets at least six times per year on dates determined by the Committee.

19. 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 Charter.

20. The Chair is required to convene a meeting if asked to do so by at least 50% of the Committee members.

21. 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.

22. 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.

23. 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

24. A quorum consists of at least 50 per cent of Committee members who hold office for the time being.

25. Meetings are held in person, and a 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.

26. An appointed member of a Committee who is unable to attend a meeting of the Committee 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.

27. An ex officio member of a Committee who is unable to attend a meeting of the Committee 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.

28. Alternates have the same rights and responsibilities as Committee members. An alternate may not be appointed Deputy Chair.

29. 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.

30. 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.

31. The Chair may request any other ANU staff and/or external party to attend Committee meetings or participate in certain agenda items.

Sub-Committees and Working Parties

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

Secretariat

33. The Academic Portfolio provides secretariat support to the Committee.

34. The Division of Student Administration, Division of Student Life, other staff in the Academic Portfolio, and Committee members will be responsible for the development and preparation of materials to be presented to the Committee. The Committee will determine the format of materials submitted to it. Such materials will be submitted to the Committee Secretary for dissemination to the Committee.

35. The Committee Secretary will ensure the agenda and supporting materials for each meeting are made available electronically in a manner determined by the Committee after approval from the Chair and at least 7 days before the meeting.

36. The Committee Secretary 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.

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.

Induction

38. The Committee Secretary maintains a program of induction for Committee members to assist them to meet their Committee responsibilities. Staff from the Academic Portfolio assist the Committee Secretary in this task whenever requested.

Assessment and Review

39. The Chair, in consultation with the Academic Board Chair, initiates every second year a review of the performance of the Committee, and this Charter, with appropriate input sought from Committee members, the University Executive, College Deans and any other relevant stakeholders. The review of performance will be conducted on a self-assessment basis unless otherwise determined by the Academic Board.

Approved by resolution of the Academic Board meeting 4/2021.