

# Learning and Teaching Committee

## Terms of Reference

<b>Date first approved:</b>	15 December 2020
<b>Date of effect:</b>	15 December 2020
<b>Date last amended:</b>	8 December 2025
<b>Date of next review:</b>	8 December 2028
<b>Approved by</b>	Academic Board
<b>Authorised Officer</b>	Chair, Academic Board
<b>Supporting documents, procedures and forms of this policy</b>	
<ul style="list-style-type: none"> <li>• Stanley College Quality Assurance Framework</li> <li>• Stanley College Governance Charter: Summary</li> <li>• Terms of Reference—Academic Board</li> <li>• Terms of Reference – Course Advisory Committee</li> <li>• Terms of Reference – Board of Examiners</li> <li>• Learning and Teaching Plan</li> <li>• Student Services Plan</li> <li>• Facilities Development Plan</li> <li>• IT Development Plan</li> <li>• Workforce Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Integrity Policy (and Procedure)</li> <li>• Admissions Policy (and Procedure)</li> <li>• Course Development and Review Policy (and Procedure)</li> <li>• Credit and RPL Policy (and Procedure)</li> <li>• Graduation and Awards Policy (and Procedure)</li> <li>• Institutional Benchmarking Framework</li> <li>• Learning Management System Policy</li> <li>• Learning Resources Policy (and Procedure)</li> <li>• Policy (and Procedure) on Scholarly Activity and Professional Development for Academic Staff</li> <li>• Student Progress Policy (and procedure)</li> <li>• Student Support Policy (and procedure)</li> <li>• Work Integrated Learning Policy (and procedure)</li> </ul>
<b>Related Legislation</b>	Higher Education Standards Framework (Threshold Standards) 2021 Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
<b>Audience</b>	Public

## 1. PURPOSE

The Learning and Teaching Committee (LTC) is delegated by the Academic Board to assist it and the academic staff of Stanley College to ensure the high quality of learning and teaching, and of the student experience, in Higher Education at the College.

## 2. SCOPE

These Terms of Reference apply to all higher education courses, and the student experience related to Stanley College's higher education purpose.

## 3. PROVISIONS

### Functions

#### *Capacity Building and Institutional Development*

3.1 Support the College's higher education purpose at the strategic level:

- a. Serve as a forum for the debate of learning and teaching issues.
- b. Facilitate free intellectual enquiry and ensure academic integrity.
- c. Formulate and implement the College's strategic Learning & Teaching Plan.
- d. Formulate and implement the College's Policy on Scholarly Activity and Professional Development for Academic Staff, to ensure that professional and discipline-based expertise is current, and that teaching skills are maintained and updated.
- e. Provide advice in relation to learning and teaching matters to the Academic Board and the College's academic staff.
- f. Facilitate student participation in academic governance.

#### *Course development and review*

3.2 Consider and give advice to the Academic Board on the development and review of higher education courses, programs, and units/subjects of study, and where appropriate, advise on accreditation and re-accreditation issues.

#### *Oversight of the Learning and Teaching Environment*

3.3 Advise the Academic Board about policies, procedures and initiatives to foster excellence in learning and teaching.

3.4 Assure quality:

- a. Ensure academic standards are maintained and improved by:
  - i. Establishing a Quality Committee as directed by the Academic Board;
  - ii. Oversee validation of assessment;
  - iii. Benchmarking with other higher education providers according to the College's Quality Assurance Framework.
- b. Assess performance against the Learning & Teaching Plan.
- c. Critically evaluate the quality and effectiveness of important educational innovations.

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- d. Evaluate the effectiveness of institutional monitoring, review and improvement of learning and teaching and advise the Academic Board.
  - e. Develop, review and advise the Academic Board on learning and teaching policy including policy relating to the admission and progress of students, teaching, assessment, academic appeals and requirements for graduation.
  - f. Coordinate and monitor the admission of students, and the conduct of teaching and assessment and advise the Academic Board accordingly.
  - g. Monitor and review the process and outcomes of student appeals, student grievances and misconduct hearings.
  - h. Coordinate, act on and make recommendations to the Academic Board on data from student progress rates and grade distributions, course completions, graduate satisfaction, graduate destinations, student appeals, student grievances and misconduct.
- 3.5 Review and advise the Academic Board and the College’s academic staff on learning and teaching facilities and resources and delivery modes.
- 3.6 Review and advise the Academic Board and the College’s academic staff on domestic and international academic collaborations and partnerships.
- 3.7 Make recommendations to the Academic Board on prizes, awards and scholarships based on academic excellence.
- 3.8 Make recommendations to the Academic Board on changes to academic policy and regulations.
- 3.9 Establish and oversee the Board of Examiners as directed by the Academic Board, review student results as determined by the Board of Examiners and recommend candidates for graduation to the Academic Board.

### Processes

- 3.10 Communications:
- a. Report to the Academic Board on its meetings and the meetings of its sub-committees and working groups.
  - b. Consider academic matters referred to it by the Academic Board.
  - c. Consider academic matters referred to it by the College’s executive.
  - d. Provide advice to other committees of the College as required.
  - e. Receive reports from its sub-committees and any working parties that are from time to time established.
- 3.11 Delegations:
- a. In addition to such tasks and activities as are specially referred to it by the Academic Board or the College’s executive, the LTC may consider other matters it considers relevant and may generate reports and make recommendations to the Academic Board.
  - b. Perform functions delegated to it by the Academic Board.

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## Membership

- 3.12 Membership shall consist of internal College representatives with responsibility for the day-to-day running of Stanley College's higher education courses and as appropriate for the functions of the LTC.
- 3.13 The membership of the LTC shall consist of key teaching and support staff approved by the Academic Board:
- a. Chair, Dean, Higher Education
  - b. Associate Dean, Higher Education
  - c. Chair of Academic Board or nominee
  - d. Adelaide Campus Academic Lead
  - e. Academic Program Managers
  - f. Academic Registrar
  - g. Up to two (2) Student Representatives, drawn where possible from a diversity of degrees and campuses
  - h. Up to two (2) Unit Co-ordinators nominated by the Dean, Higher Education.
- 3.15 Members will be appointed by the Academic Board. A Deputy Chair may be an appointed position, or a Deputy can be elected from the membership if the Chair is absent. The term of office will be three years. Members may be re-appointed at the end of the term.
- 3.16 Members shall undergo an induction process as outlined by the Academic Board.
- 3.17 Student representatives will be elected from each degree program in accordance with 3.13.f. At times when confidential or sensitive information is being discussed, the Chair reserves the right not to invite the Student Representatives to the meeting.
- 3.18 The Chair may invite other attendees as appropriate to address particular topics, or provide expert advice, and members of the Industry Advisory Panel may be invited to attend as required. These attendees will not be voting members.
- 3.19 Upon approval of the Chair where a member is unable to attend, a representative may be delegated and will be considered a voting member in the absent member's stead.
- 3.20 Casual vacancies will be filled by nominations from the LTC to the Academic Board for approval, ensuring that the expertise from the outgoing member is filled. Persons appointed to fill a casual vacancy shall hold office from the time that person is appointed until the expiry of the term of that person's predecessor.

## Code of Conduct

- 3.21 Members shall:
- a. Keep their comments to matters before the Committee;
  - b. Attend meetings and be punctual;

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- c. Respond to College correspondence in a timely fashion;
- d. Act in the best interests of Stanley College and not bring the College into disrepute;
- e. Exercise appropriate care and diligence;
- f. Not make false statements or falsify records;
- g. Act appropriately to not gain advantage for themselves or others;
- h. Not make offensive statements or comments or behave improperly;
- i. Cease speaking when called to order by the Chair;
- j. Declare any potential conflicts of interest and stand aside from discussions and voting on such matters deemed to be a conflict of interest;
- k. Keep all matters in confidence and not disclose any matters of business to the general public, members of staff or other associates of Stanley College.

### Quorum

3.22 The quorum for a meeting is more than half the membership. If a quorum has not been established after 15 minutes, then the Chair has the discretion to continue with the meeting or to cancel the meeting. Items of business at an inquorate meeting may be sent to members for approval out of session.

### Meetings

3.23 The Learning and Teaching Committee shall meet 4 times per year (2 times per semester) – 2 weeks before commencement of each semester, and within seven days of the Board of Examiners (BOE) meeting at the end of each semester. Meetings may be conducted face-to-face or online via web conferencing or similar technology.

3.24 Meetings shall be held according to the Schedule determined by the Chair of the LTC in accordance with guidelines provided by the Academic Board or at other times such as:

- a. When specifically requested by the Chair of the LTC or the Academic Board. Not less than five (5) working days' notice shall be given.
- b. The Secretary will circulate an agenda and meeting papers at least five (5) working days before the meeting. The Chair may permit additional business to be added at the meeting if time permits.
- c. For out of session matters, a circular resolution may be circulated to members.

3.25 Conduct of meetings:

- a. The Chair shall conduct the meeting according to the standing orders; ensure order is maintained; and give members an opportunity to speak and vote on matters tabled at the meeting.
- b. The order of business shall follow the agenda unless agreed otherwise.
- c. Matters for debate or to move a motion must be on the agenda and seconded, unless otherwise approved.

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- d. Voting shall be by show of hands unless a secret ballot is requested.
- e. Matters will be passed by a majority of members.
- f. The Chair shall have the deciding vote if there is a tie.
- g. Members may speak more than once at the discretion of the Chair.
- h. A motion may be amended or withdrawn with the consent of the members.
- i. When an amendment is before the Chair, discussion shall be confined to that amendment.
- j. No further amendments can be made if they are substantially the same, or if the amendment is a direct negative.

3.26 Adjournment: The Chair may adjourn the meeting from time to time with the consent of the LTC or if directed by the LTC. Business at the adjourned meeting shall be confined to business that was left unfinished at the meeting where the adjournment took place. If a meeting has been adjourned for more than ten (10) working days, notice shall be given as for an ordinary meeting.

#### **Secretariat**

3.27 A Secretary will be appointed from within the College to distribute agendas and papers to members prior to meetings, and to record, prepare and distribute minutes and provide executive support. Agendas and papers for meetings will be distributed to members at least five (5) working days in advance of any meetings.

3.28 The Secretary shall accurately record the minutes of each meeting. Minutes of each meeting will be available for ratification by the Chair no later than five (5) working days after each meeting. Unconfirmed minutes will be distributed to members after approval by the Chair for approval at the next meeting.

3.29 The following details shall be recorded in the minutes:

- a. Date, time and venue of the meeting;
  - b. Names of members present and apologies and the name of the Chair;
  - c. An overview of discussions and business conducted; motions and outcomes of votes; action items and persons responsible;
- Date, time and venue of next meeting.

3.30 The minutes of the preceding meeting shall be circulated to members. The Chair will:

- a. Seek confirmation of the minutes in their current state; or
- b. Seek confirmation of the minutes with amendments;
- c. Sign the confirmed minutes

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### Dismissal of members

- 3.31 Members are required to adhere to the Code of Conduct listed above. Non-compliance with the Code of Conduct could result in the removal of the individual/s from the Committee. Such inappropriate conduct includes, but is not limited to:
- a. Not adhering to the Code of Conduct listed above
  - b. Not attending meetings; being unreliable; or not being punctual
  - c. Having a criminal record
  - d. Making commercial misrepresentations.
- 3.32 If a member's conduct is in question, and it appears to be a minor issue, then the Chair should contact the member and discuss the matter to determine if it can be resolved. If it cannot be resolved or the matter is deemed to be serious, then a formal notice should be sent by the Chair to the member outlining the issue. Evidence should be included where relevant, and/or details of a complaint if appropriate.
- 3.33 Members should be given an opportunity to respond to the notice. After the second written notice, the member is dismissed from the Committee. Members may appeal the proposed action and should be given the opportunity to meet with the Academic Board. Members may bring a representative to any appeal meetings. The outcome of the appeals meeting is final.
- 3.34 If the matter is considered extremely serious, then only one notice is necessary; such as having a criminal record that has not been disclosed. Other disciplinary action may include temporary dismissal for a period of time.

### Review of Terms of Reference

- 3.35 These Terms of Reference may be reviewed from time to time by the Academic Board or as directed by the Board of Directors. Any amendments agreed by the Academic Board will be recommended by the Chair of the Academic Board for ratification by the Board of Directors.

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