

## LEARNING AND TEACHING COMMITTEE TERMS OF REFERENCE

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### 1. ROLE

The Learning and Teaching Committee is a subcommittee of the Academic Board, within the framework of the academic governance at Morling College, and within overarching higher education regulations. The role of the Learning and Teaching Committee (LTC) is to advise the Academic Board (AB) on the strategic directions, priorities, policies, proposals and quality assurance as they relate to learning and teaching for its accredited courses, and whole of institution Higher Education requirements.

### 2. DEFINITIONS

<b>Key Term - Acronym</b>	<b>Definition</b>
AB	Academic Board
LTC	Learning and Teaching Committee
MC	Morling College
IHE	Institute of Higher Education

### **3. CONTEXT STATEMENT**

Morling College is a registered Institute of Higher Education (PRV12034) of accredited courses in Education; Counselling; and Chaplaincy and Spiritual Care. MC also offers courses in Theology (AQF 5-10), accredited through a third party arrangement with the Australian College of Theology. MC is also a College of the University of Divinity, offering accredited Higher Degree Research training (AQF9-10). Consequently, MC's policies will incorporate the appropriate academic requirements for each area according to the relevant accrediting authority.

The Academic Board is responsible for establishing, monitoring and sustaining the high quality, compliance and integrity of the higher education it provides, and for ensuring quality learning experiences and outcomes for students, and delegates to the Learning and Teaching Committee to enable it to discharge these responsibilities.

Most of MC's Theology students study courses from the ACT, so academic and student policies are set by the Australian College of Theology, and these can be located at <http://www.actheology.edu.au/policies.php>.

Policies relevant to students under the University of Divinity accreditation, can be located at <http://www.divinity.edu.au>.

MC academic and student policies will be set in areas for its own IHE requirements in Education, Counselling and Chaplaincy and Spiritual Care, and for relevant whole of institution IHE requirements. It is within this scope that the Learning and Teaching Committee functions.

### **4. RESPONSIBILITIES**

- 4.1 Develop, monitor and report on MC's Learning and Teaching Strategic Plan.
- 4.2 Regularly review MC's policies, procedures and frameworks which govern learning and teaching and recommend any amendments to the Academic Board
- 4.3 Identify new policies, procedures and frameworks to govern learning and teaching, and oversee their development, and recommend their introduction to the Academic Board
- 4.4 Approve academic staff for teaching, and make recommendations to the AB on equivalence of academic qualifications of professional experience
- 4.5 Encourage and support the professional development of faculty

### **5. MEMBERSHIP**

- 5.1 Chief Academic Officer (Chair)
- 5.2 Dean of Education (or representative)

5.3 Dean of Counselling, Chaplaincy and Spiritual Care (or representative)

5.5 Director, Morling Online

5.6 Compliance Officer

A standing invitation will extend to

5.7 Director of Student Services

and for discussion of whole of College matters to

5.8 Head of Bible and Theology (or representative)

5.9 Director, Tinsley Institute (or representative)

## **6. MEETINGS**

6.1 The LTC will normally meet four times a year, usually 2 weeks prior to an Academic Board meeting to allow timely processing of items to go to the Academic Board.

6.2 A quorum for the meetings will be 50% of membership

6.3 When a member cannot attend a meeting, they may nominate a replacement to attend in their place

6.4 Special meetings may be called by the Chair

6.5 Decisions may be made by circular resolutions if deemed necessary

6.6 If unable to attend, the Chair will nominate a member to chair the meeting

6.7 The LTC will provide a report to the Academic Board after each of its meetings.

6.8 Matters may be referred to the Learning and Teaching Committee for consideration and advice on academic matters as they related to the teaching and learning environment by the MC Board, the Academic Board, the Principal, CAO, Deans of the Faculties, or the Director of the Tinsley Institute

6.9 The Academic Board may, from time to time, delegate specific authorisations to the Learning and Teaching Committee. The Committee may also request the granting of such authorisations as it sees fit. All such authorisations will be minuted

6.10 Minutes are to be kept which will include relevant discussion on agenda items, decisions made/endorsed, actions to be taken and relevant responsible parties for those actions identified. A copy of the minutes will be provided to the Academic Board

## 7. RELATED DOCUMENTS AND LEGISLATION

[Academic Board Terms of Reference](#)

[Higher Education Standards Framework \(Threshold Standards\) 2021](#)

## 8. REFERENCES

Avondale Learning and Teaching Committee Terms of Reference

## 9. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
3.01	Academic Board	15 September 2021	15 September 2021	<i>Institute of Higher Education</i> replaced <i>Higher Education Provider</i> , to reflect the change in classification by TEQSA. Membership changes to reflect changes in roles. 5.6: Director of Student Services replaced Registrar. 5.7: Compliance Officer replaced Academic Quality Officer
3	Academic Board	8 May 2019	8 May 2019	Removed research to become a L&T Committee and restricting the scope to primarily address matters relating to MC as HEP ie Ed and CCSC, with scope to include BAT & Tinsley for whole of college matters. Amended to reflect change in roles and structure.
2	Academic Board, MC Board	15 May 2018	15 May 2018	Research added to the portfolio ie LT & R Committee. Membership updated to reflect changes in MC roles; NICE member removed, Tinsley rep added; number of meetings reduced, formatted into the new template
1	Academic Board	August 2015	August 2015	Originally a Learning and Teaching Committee

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