

LEARNING AND TEACHING COMMITTEE TERMS OF REFERENCE

Version	4.00	Number of pages	4
Responsible officer	Vice-Principal (Academic)		
Contact	Academic Dean, nicoles@morling.edu.au		
Approving Authority	Academic Board		
Keywords	LTC; Subcommittee; Academic Board; Governance; Quality; Strategy		
Access level <i>Select from the drop-down menu</i>	Public		
Dissemination Range	LTC members, AB members, Board members, Leadership team		
Approval date	13 September 2023		
Effective date	13 September 2023		
Review date	September 2026		
Superseded documents	Learning, Teaching and Research Committee Terms of Reference 2018		
Compliance References	HES_6.3.2.a		
Document classification <i>Select from the drop-down menu</i>	Academic Governance		

1. ROLE

The Learning and Teaching Committee (LTC) is a subcommittee of the Academic Board (AB), within the framework of the academic governance at Morling College (MC), and within overarching higher education regulations.

The role of the LTC is to advise the 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

The following definitions apply for the purpose of this policy:

Key Term or Acronym	Definition
AB	Academic Board
Chair	The chairperson of the LTC
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 (IHE) (PRV12034) of accredited courses in Education; Counselling; Chaplaincy and Spiritual Care; and Professional Supervision. MC also offers courses in Theology (AQF 5-10), accredited

through a third-party arrangement with the Australian College of Theology. MC's policies incorporate the appropriate academic requirements for each area according to the relevant accrediting authority.

The AB 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 LTC 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>.

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 LTC 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 AB.
- 4.3 Identify new policies, procedures and frameworks to govern learning and teaching, and oversee their development, and recommend their introduction to the AB.
- 4.4 Approve academic staff for teaching, and make recommendations to the AB regarding approvals outside standard policy.
- 4.5 Encourage and support the professional development of academic staff.

5. MEMBERSHIP

- 5.1 Academic Dean (Chair)
- 5.2 Vice-Principal (Academic)
- 5.3 Dean of Education (or representative)
- 5.4 Dean of Counselling, Chaplaincy and Spiritual Care (or representative)
- 5.5 Director or Morling Online
- 5.6 Quality and Compliance Officer
- 5.7 An adjunct lecturer appointed annually by the Vice-Principal (Academic)
- 5.8 Vice-Principal (Students and Community) or representative who has an interest and expertise in student support
- 5.9 A standing invitation will extend to
 - 5.9.1 Director of Student Services
 - 5.9.2 and for discussion of whole of MC matters to:
 - (1) Dean of Bible and Theology (or representative)

(2) Director of Tinsley Institute (or representative)

6. MEETINGS

- 6.1 The LTC will normally meet four (4) times a year, usually two (2) weeks prior to an AB meeting to allow timely processing of items to go to the AB.
- 6.2 A quorum for the meetings will be 50% of voting members.
- 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 AB after each of its meetings.
- 6.8 Matters may be referred to the LTC for consideration and advice on academic matters as they related to the teaching and learning environment by the MC Board, the AB, the Principal, the Vice-Principal (Academic), the Academic Dean, the Deans of the faculties, or the Director of the Tinsley Institute.
- 6.9 The AB may, from time to time, delegate specific authorisations to the LTC. The LTC 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 AB.

7. RELATED DOCUMENTS AND LEGISLATION

Internal

- Academic Board Terms of Reference
- Academic Governance Policy
- Delegations Policy

External

- 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
4.00	Academic Board	13 Sept 2023	13 Sept 2023	Change of members, titles and roles: Vice-Principal (Academic) replaced Chief Academic Officer role; Quality and Compliance Officer replaced Compliance Officer. The new position,

				Academic Dean, takes on the role of Chair; an adjunct lecturer to be appointed by the Vice-Principal (Academic) annually; the Vice-Principal (Students and Community) or their student-support-focused representative added. 4.4 clarified LTC can approve teachers within standard policy. 6.8 amended to reflect changes to structure and roles vis Vice-Principal (Academic) and Academic Dean.
3.02	Policy Coordinator	April 2023	April 2023	Header table updated to current version, including keywords. Removed reference to UDiv
3.01	Academic Board	15 September 2021	15 September 2021	Institute of Higher Education replaced Higher Education Provider, 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 i.e. 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

Download this document anew with each use, as it may have changed.