# Teaching and Learning Committee

## Terms of Reference

### Statement of Purpose

### The School Teaching and Learning Committee is responsible for promoting excellence in teaching and enhancing and assuring the quality of teaching and learning in Schools (PPL 3.30.01 Teaching and Learning Roles and Responsibilities).

### Roles and Responsibilities

* Foster a student-centred educational environment in which the student experience, curriculum development, teaching and assessment are approached as professional activities and superior performance is expected, valued and rewarded.
* Provide leadership and support to staff to improve teaching effectiveness and student learning in the context of University policy and strategic direction.
* Leading, supporting and promoting the adoption of best practice and innovation in curriculum design, teaching and assessment and identify emerging teaching and learning issues and opportunities of relevance to the School.
* Encourage experimentation and innovative practice in the pursuit of excellence in teaching and learning and recognise demonstrated outcomes, and encourage applications for awards for teaching excellence.
* Advise on staff development initiatives needed to support new and existing educational initiatives.
* Enhance the student experience through student representation on the Committee and facilitation of feedback on curriculum and teaching issues.
* Consider and recommend to the Faculty and University, policies and practices related to curriculum development and teaching practices.
* Monitor and improve the performance of the School in attainment of Faculty, University, national and international awards and grants for initiatives in teaching and student learning.
* Continue to develop and expand the School’s Teaching and Learning Profile.
* Develop and implement the School’s teaching and learning strategic objectives in accordance with Faculty and University planning in this area.
* Work with the Program Committees in preparing for internal and external program, course, School reviews, and accreditation where appropriate.
* Oversee approval of all major changes to the School’s courses, majors, and programs.
* Ensure effective communication between academic and professional staff in the area of teaching and learning and between School, Faculty and central committees/offices around teaching and learning.
* Ensure that equity, diversity and inclusion are a cornerstone of all activities of the Committee.

Conflicts of Interest will be managed in accordance with PPL 1.50.11 Members with actual, perceived and potential conflicts will be asked to abstain from involvement in official decisions and actions that could be compromised by other private interests and affiliations. Committee members are required to bring to the attention of the Chair any conflict of interest or potential conflict of interest they may have with any item on the Committee’s agenda.

Decisions shall be by consensus where possible, with the final decision to be taken by the Chair if necessary. The Committee may refer relevant matters for action or noting to other Committees as appropriate.

### Membership

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| Position | Name |
| Teaching and Learning Director (Chair) | A/Prof Christine Staatz |
| Chief Examiner | A/Prof MO Parat |
| Integrity Officer | Dr Peter Moyle |
| Program Lead (MPIP) | A/Prof Peter Cabot |
| Program Lead (B.Pharm(Hons) & ITP) | Dr Adam LaCaze |
| Program Lead MClinPharm | TBC |
| Academic Placement Coordinator | Dr Jasmina Fejzic |
| Academic representative – Early career academic (Level A/B) |  |
| Academic representative – Teaching Focussed academic staff |  |
| Conjoint Academic representative |  |
| Biomedical Sciences representative |  |
| PACE Teaching Laboratory Coordinator | Kelvin Henderson |
| UQ Library representative | Christine Dalais |
| UQ Student Services representative  |  |
| Faculty T & L Office representative | Katie Martell |
| Student representatives from all programs |  |
| Student & Academic Admin Manager (Secretariat) | Deb Bertram |
| Ex Officio  | HOS, School Manager |

Other School, Faculty and UQ staff may be invited to contribute to meetings on a case-by-case basis.

Meeting Frequency:

Meetings will be held monthly.

Quorum:

A quorum shall be half the members plus one.

Sub-Committees:

B.Pharm(Hons) and ITP Program Committee; MPIP Program Committee; MClinPharm Program Committee

Meeting Records:

Committee records are subject to the Public Records Act 2002 Qld and therefore must be retained in accordance with the University’s records management policy. Responsibility for ensuring appropriate records management for the Committee rests with the Secretary under the direction of the Chair of the Committee. All Committee documentation will be retained on the School’s shared drive. Terms of Reference will be considered at the start of each calendar year.