

Teaching and Learning Committee



THE UNIVERSITY OF
MELBOURNE

Terms of Reference
School of Biomedical Sciences
Department of Anatomy and Physiology

Committee Name

Teaching and Learning Committee for the Department of Anatomy and Physiology, School of Biomedical Sciences.

1. Type

- 1.1. The Teaching and Learning Committee is an Advisory Committee of the Department of Anatomy and Physiology Executive (hereafter known as the Department);
- 1.2. Working groups may be formed to undertake specific tasks under the Teaching and Learning Committee's terms of reference and ad hoc items which may periodically arise.

2. Purpose

The overarching purpose of the Anatomy and Physiology Teaching and Learning Committee is to provide advice to the HoD and Executive Committee on matters pertaining to Teaching and Learning-related strategy and the implementation and outcomes of agreed activities.

3. Values of the Teaching and Learning Committee

Consistent with the University and Faculty of Medicine, Dentistry and Health Sciences (MDHS) strategic imperatives in the pursuit of excellence, the Anatomy and Physiology Teaching and Learning Committee's values are:

- 3.1. Integrity and Accountability - maintaining the highest international standards of ethics and quality in research;
- 3.2. Compassion and Collaboration - sustaining a diverse, inclusive and harmonious scholarly community committed to supporting employees and students to realise their full potential; and
- 3.3. Respect - maintaining a safe, collegial and rewarding learning and working environment.

4. Scope

The Teaching and Learning Committee shall;

- 4.1 Have overall responsibility for the development and implementation of the Department Teaching and Learning Strategy and policy, including in respect to subject coordination responsibilities, Discipline/Portfolio Lead responsibilities, board of examiners and assessment practices, deployment of casual teaching staff and workload management;
- 4.2 Oversee review of the Department's range of subjects and programs to ensure they meet current and prospective student needs, and anticipate changes in pedagogy;
- 4.3 Oversee review and implementation of changes in our department curricula to ensure our graduates are prepared for entry into the workplace, and motivated to pursue exciting careers in healthcare, research and academia;
- 4.4 Foster amongst teaching academics a culture of support for undergraduate student advising aligned with the University Student Life framework;
- 4.5 In conjunction with other relevant Committees', provide support to:
 - teaching academics to develop fulfilling careers, while nurturing a culture that sustains and rewards excellence
 - the development of leadership skills among teaching specialists and all staff engaged in teaching
 - develop strategies for enhancing diversity across the teaching workforce

Terms of Reference: Teaching and Learning Committee V3 April 2021 (Department of Anatomy and Physiology)

Author: Strategy and Operations Manager, Department of Anatomy and Physiology

Accepted: Department of Anatomy and Physiology Executive 21 April 2021

To be reviewed: April 2022

- 4.6 Coordinate activities with other departments within the School of Biomedical Sciences (SBS) and Faculty in the development and management of teaching strategies, initiatives and innovation that promote the interests of the Department, and that foster the conduct of student education that is of the highest quality;
- 4.7 Communicate major outcomes of committee considerations and teaching and learning highlights/successes within the Department, School, University, and externally, via a communication plan including Web, social media, building video feeds and other relevant communication tools;
- 4.8 Identify and promote to SBS, Faculty, University, and external funding agencies, stratagems, departmental programs, or subjects that best align with funding opportunities;
- 4.9 Coordinate activities to develop online teaching and learning resources that can be deployed broadly across department teaching programs;
- 4.10 Foster the development of Educational Research (SoTL) publications related to the innovative teaching practices of department teaching programs;
- 4.11 Promote opportunities for broader collaboration within the Department, Schools, Faculties and affiliated Research Institutes e.g. via Teaching & Learning-focused seminars and symposia;
- 4.12 Identify and implement strategies for enhancing career development for each of the major teaching portfolios in the Department including casual teaching staff, teaching specialists, teaching and research academics and teachers experiencing career interruptions.

5. Authority

The Teaching and Learning Committee will approve and subsequently make recommendations to the Department Executive, SBS Teaching and Learning Committee, other University Departments and faculties and Students and Scholarly Services (SASS).

6. Membership

The Committee will be headed by the Director of Teaching and Learning who will act as Chair. Other members that the comprise the committee are:

- Academic leads representing the Teaching portfolios (majors) of the Department (4)
- Academic portfolio lead for Vocational and Graduate programs (1)
- Academic portfolio lead for Education Research (SoTL) strategies (1)
- Academic portfolio lead for Graduate Pathways and Professional Development (1)
- Senior Adviser for Vocational and Graduate programs (1)
- SBS Academic Services Office Portfolio support (1-4, as required)
- Department Strategic Operations Manager (as required)

The proposed membership to be confirmed by invitation and subsequent call for nominations for vacancies from the Head of Department and Director of Teaching and Learning.

The Chair and portfolio leads will serve for two years in the first instance, after which time a second term of one additional year may be offered in consultation with the Head of Department and Director of Teaching and Learning.

Portfolio leads will have carriage of defined delegated responsibility as will individual subject coordinators within portfolios.

The Chair will have discretionary control over the appointment of portfolio holders and may invite other members to join as needed. However, gender equity and equal opportunity will be adhered to in the selection of committee membership.

An administrative support officer will assist as an ex officio member of the committee

7. Meeting arrangements

- 7.1. The Teaching and Learning Committee will meet eight times per annum including times prior to, and following each teaching semester (and at more frequent intervals when required);
- 7.2. A quorum will deem to be the Chair (or nominee) plus two discipline leads and two additional committee members;
- 7.3. All committee members will have the opportunity to contribute to the setting of the meeting agenda, a call for agenda items will be made in the week prior to the forthcoming meeting;
- 7.4. Communications between meetings will be by email;

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8. Reporting

- 8.1. Portfolio leads will provide a brief written report to be tabled at each committee meeting along with an opportunity to discuss any relevant business. An annual report overviewing Portfolio activities, achievements and challenges will be tabled at the final committee meeting each year.
- 8.2. The Director of Teaching and Learning (Chair) will report to the Executive at least quarterly
- 8.3. All working groups shall operate under the strategic direction of the Teaching and Learning Committee to which they shall report as the Teaching and Learning Committee requires and to which they can make recommendations.

9. Resources and budget

Meeting rooms will be booked by the Executive Assistant to the Chair, and all expenditure planned from the Teaching and Learning Committee will be approved by the Department Executive.

10. Review

The Terms of Reference will be reviewed annually by the Teaching and Learning Committee, and upon finalisation will be reported to the Department Executive by the Chair.