

2012 Teaching and Learning Committee Functions and Items of Business Schedule

Teaching and Learning Committee Functions	Item No.	Item of Business	Responsibility	Outcome	Mtg1 Feb	Mtg2 Apr	Mtg3 Jun	Mtg4 Jul	Mtg5 Sept	Mtg6 Nov
1. to propose, monitor, review, and advise on academic standards relevant to all aspects of teaching and learning, including academic selection, admission, progress and assessment, unit and course delivery, and academic aspects of the student experience.	1.1	Undergraduate and Postgraduate Coursework Admission and Selection Trimester reports: To consider Trimester reports from SIPU providing undergraduate and postgraduate coursework admission and selection information.	Strategic Intelligence and Planning Unit (SIPU)	Committee to consider	x (T2&3, 11)		x (T1, 12)			
	1.2	Report on 2012 VTAC Admission Period Data: To consider and determine actions in relation to a report containing broad admission and selection data, including the type of applicants selected, clearly-in and fringe ENTERs, E-types and middle band.	SIPU	Committee to consider		x				
	1.3	Middle Band and Pre-requisite Statements VTAC 2013 and VICTER 2015: To consider proposed middle band statements and course prerequisites for each course for 2013 for inclusion in the 2015 VICTER and 2013 VTAC Guides.	Director, Division of Student Administration	Committee to consider and recommend to the Academic Board		x				
	1.4	Exemptions to Minimum English Language Requirements annual report: To receive a list of students deemed by the Chair of the Academic Board to have achieved minimum UG/PG English language requirements and basis for determination (<i>in accordance with clause 4.1 (Schedule A) and Clause 8.1 (Schedule B) of Admission to Higher Education Courses procedure</i>).	Chair, Academic Board	Committee to receive				x		
	1.5	Career Planning and Employment for coursework postgraduate students To consider how best to respond to recommendations set out in report from Manager, Careers and Employment, DSL in relation to the Australian Graduate Survey (AGS) reporting.	Chair	Committee to consider	x					

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	1.6	Annual Report on Academic Progress and Retention:									
		To consider a draft report in response to feedback received from Faculties regarding the University 2010 Annual report on Student Academic Progression and Retention from the Strategic Intelligence and Planning Unit (SIPU).	Chair, Executive Officer	Committee to consider and forward to AB with recommendations if required	x						
		To receive an annual report from SIPU regarding the University 2011 Annual report on Student Academic Progression and Retention along with Faculty responses to the report.	SIPU, Faculty Associate Deans, Teaching and Learning	Committee to consider						x	
	1.7	Assessment Benchmarking Project:									
		To consider in detail, action items 2 (mtg 2), 5 (mtg 4) and 9 (mtg 6) from the Assessment Benchmarking Project action sheet.	Chair	Committee to consider		x		x			x
	To consider remaining items on the action sheet in relation to policy and procedure.	Chair	Committee to consider			x					
1.8	Minimum Computer Standards for Students: To consider Minimum Computer Standards for Students for 2013 (<i>in accordance with clause 2, Student Access to Computers operational policy</i>).	Information Technology Subcommittee of PRC	Committee to consider and recommend to the Academic Board					x			
1.9	DUELI Quality Assurance Report To consider the annual report on DUELI quality assurance (<i>in accordance with Clause 4 of the Quality Assurance and Course Evaluation (DUELI) policy</i>).	Director, DUELI	Committee to consider						x		
2. to advise Academic	2.1	2011 Australian Graduate Survey (AGS) Preliminary	SIPU	Committee to	x						

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Board on matters relating to student feedback.		Report: To consider a preliminary report.		consider						
	2.2	Trimester University Student Evaluation of Teaching Units (SETU) Reports: To consider Trimester reports regarding the SETU survey and provide an analysis of each report, including any recommendations for consideration by the Academic Board. <i>(This item to be considered in conjunction with item 4.1).</i>	SIPU	Committee to consider and provide any recommendations to the Academic Board		x (T2, 11)	x (T3,11)		x (T1, 12)	
	2.3	2011 AGS of 2010 Graduates: To receive the report.	SIPU	Committee to consider				x		
	2.4	2011 AGS of 2010 Postgraduates: To receive the report.	SIPU	Committee to consider					x	
3. to initiate, review and monitor compliance with relevant legislation, policies and procedures, and oversee their implementation specifically, the student-related academic matters and the teaching and learning sections of the Academic Policy Framework.	3.1	Academic Policies: To note the Academic Board's 2012/2013 academic policy work program. To establish a strategy and schedule regarding TLC's policy responsibilities.	Chair, Executive Officer	Committee to consider	x					
	3.2	Academic Policies: Progress regarding development and/or review of academic policies.	Executive Officer	Committee to note		x	x	x	x	x
	3.3	Faculty Trimester Admission and Selection Compliance reports: To consider Faculty admission and selection compliance reports for each Trimester <i>(in accordance with clause 21 of Selection to Higher Education Courses procedure).</i>	Faculty Governance and Curriculum	Committee to consider and advise Academic Board of any follow up actions	x (T2, 11)	x (T3, 11)	x (T1, 12)			x (T2, 12)

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	3.4	Deakin International Admission and Selection Compliance Reports for each Trimester: To consider Deakin International Compliance reports regarding the administration of Faculty admission and selection rules in the selection of international students (<i>in accordance with clause 22 of the Selection to Higher Education Courses procedure</i>).	Executive Director, Deakin International	Committee to consider and advise Academic Board of any follow up actions		x (T3, 11)		x (T1, 12)		x (T2, 12)
	3.5	Faculty Admission and Selection Rules 2013 (Domestic) and 2014 (International): To consider Faculty admission and selection rules for 2013 (domestic) and 2014 (international) (<i>in accordance with clause 2 of the Admission and Selection to Higher Education Courses operational policy and clause 1 of the Selection to Higher Education Courses procedure</i>).	Faculty Governance and Curriculum	Committee to consider and recommend to the Academic Board					x	
	3.6	Faculty Admission and Selection Rules for Bachelor Medicine/Bachelor of Surgery (BSBM): To consider proposed 2014 admission and selection rules for BSBM (<i>and for the parallel program for Aboriginal and Torres Strait Island medical students if the program is funded</i>).	Faculty Health Governance and Curriculum	Committee to consider and to recommend to the Academic Board		x				
	3.7	Membership of Faculty Admission and Selection and Course Selection Committees: To receive a list of proposed memberships for 2013 (<i>in accordance with Clause 20 of the Selection to Higher Education Courses procedure</i>).	Faculty Governance and Curriculum	Committee to consider and forward to the Academic Board for noting.					x	
4. to receive, consider and respond to reports from faculty boards in relation to quality improvements in all aspects of teaching and learning, including academic selection,	4.1	Trimester Faculty Reports on SETU: To consider Faculty reports on the SETU outcomes from the University report (<i>this item to be considered in conjunction with item 2.2</i>).	Faculty Associate Deans, Teaching and Learning	Committee to consider		x (T2, 11)	x (T3, 11)		x (T1, 12)	

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<i>admission, progress and assessment, unit and course delivery, and academic aspects of the student experience.</i>	4.2	Annual Plagiarism and Collusion Report: To receive annual Faculty reports in regard to plagiarism and collusion matters.	Faculty Associate Deans, Teaching and Learning	Committee to consider			x			
	4.3	2011 Student Feedback panels: To consider Faculty feedback on actions taken regarding student feedback panels after Course Performance Improvement Cycle information has been released.	Faculty Associate Deans, Teaching and Learning	Committee to consider				x		

Other items

Item in Agenda	Item No.	Responsibility	Outcome	Mtg1 Feb	Mtg2 Apr	Mtg3 May	Mtg4 Jul	Mtg5 Oct	Mtg6 Dec
Self-review of the Committee in accordance with the process approved by the Academic Board.	5.1	Chair, TLC	Committee to consider						x
2013 Teaching and Learning Committee schedule of business.	5.2	Executive Officer	Committee to consider						x
2013 Teaching and Learning Committee schedule of meetings.	5.2	Executive Officer	Committee to receive						x
Report from the Chair on relevant matters of interest to the Committee.	5.3	Chair, TLC	Committee to receive	x	x	x	x	x	x
Reports from Faculty Associate Deans, Teaching and Learning regarding current Faculty teaching and learning matters.	5.4	Associate Deans, Teaching and Learning	Committee to receive	x	x	x	x	x	x