Learning and Teaching Committee Charter

Introduction

1. The Academic Board of the Australian National University established the Learning and Teaching Committee (the Committee) as a sub-committee of the Academic Board in accordance with section 48 of the *Academic Board Charter*.
2. This Charter sets out the Committee's objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

3. The objective of the Committee is to guide, monitor and advise the Academic Board on matters relating to teaching, learning, assessment and related student experience.

Authority

4. The Academic Board authorises the Committee, within the scope of its role and responsibilities, to:
    - obtain any information it needs from any ANU staff and/or external party (subject to their legal obligation to protect information);
    - request the attendance of any ANU staff at Committee meetings;
    - discuss any matters with external parties (subject to confidentiality considerations); and
    - obtain professional external advice, as considered necessary to meet its responsibilities, at the University's expense.

Composition and Tenure

5. The Committee consists of:
    - the Pro Vice-Chancellor (Learning and Teaching) as Chair of the Committee;
    - the Pro Vice-Chancellor (Academic Quality);
    - one representative from each ANU College nominated by the College Dean, who is either an Associate Dean Education or Chair of the College Education Committee;

- one representative from Information Technology Services nominated by the Director, Information Technology Services;
- one representative from Planning, Data, and Analytics (PDA), nominated by the Director, PDA;
- the University Registrar, or their representative;
- one Academic Standards or Compliance representative from the Division of Student Engagement and Education Management (SEEM), nominated by the Chair;
- the Associate Director, ANU Careers and Employability;
- one representative from Education Support and Innovation, nominated by the Chair;
- one Educational Designer from Education Support and Innovation, nominated by the Chair;
- one representative from the ANU Diploma Program, nominated by the Chair;
- one representative from Academic Skills or the Library, as nominated by the University Librarian;
- the Dean of Students, or their nominee;
- Director, Tjabal Indigenous Higher Education Centre, or their nominee;
- an ANU College General Manager, nominated by the General Managers;
- one undergraduate student nominated by the ANUSA President;
- one postgraduate coursework student nominated by the ANUSA President;
- two members of the academic staff, who are not members of any College Executive Committee, self-nominated and appointed by the Chair;
- one elected member of the Academic Board appointed by the Chair of the Academic Board; and
- Director of University Experience, or their nominee.

6. The Committee may appoint a Deputy Chair from amongst its members, who serve in that role for a period two years or until their term as a member expires, *whichever is earlier*.
7. One representative from each ANU College who is responsible for matters pertaining to Student Experience and Integrity (Associate Dean, Sub Dean or Director), is invited to attend meetings as a standing observer.
8. Appointed members, other than student members and the Academic Board appointees, serve a term of two years and are eligible for re-appointment. The student members of the Committee are appointed for one year and are eligible for

re-appointment. The Academic Board member is appointed for the duration of their current term on Academic Board and is eligible for re-appointment.

9. An appointed member may resign from the Committee in writing to the Chair.

10. If an appointed member of the Committee is absent from 3 meetings of the Committee without the written approval of the Chair, or an appointed member ceases to be eligible for appointment, the Chair may declare the member's position vacant.

11. Elected members serve a term of two years and are eligible for re-election. Elected members may serve a maximum of two terms (4 years). The maximum term a member can serve may, however, be extended by the Chair to accommodate the completion of an election process.

12. When a vacancy occurs in the membership of the Committee, an eligible person may be appointed by the Chair to fill the vacancy and serves the remainder of the former member's term of office.

13. Whenever an opportunity arises for the Chair to appoint a new member to the Committee, the Chair will have regard to the current gender balance, skill and experience of the Committee before making decisions regarding an appointment.

Roles and Responsibilities

14. The Committee exercises such roles and responsibilities as may be assigned to it by the Academic Board from time to time, but only such powers as are explicitly delegated to it.

15. The Committee's responsibilities are to:

    a. guide, monitor and make recommendations to the Academic Board, on the implementation and operation of the ANU Learning and Teaching Strategy;

    b. monitor best practice initiatives and evidence-based research to drive excellence in educational practice; ensure the realisation of the University's strategy in relation to education, quality and student experience by:

        (i) facilitating the development of educational excellence and distinctive approaches to education;

        (ii) ensuring that University policies, procedures and guidelines on learning and teaching support educational excellence and distinctive approaches to education;

(iii) monitoring and evaluating the University's teaching and learning to identify areas to which particular attention needs to be paid;

c. advise the Academic Board and the University Executive on the higher education teaching and learning environment; and

d. consider and report on any matter referred to it by the Academic Board.

Responsibilities of Members

16. Members of the Committee are expected to understand and observe the legal requirements of the *Australian National University Act 1991*, the *Public Governance, Performance and Accountability Act 2013* and University legislation.

17. Members are also expected to:

- act in the interests of the University as a whole;
- act as a communication point to bring relevant issues to the Committee and share committee insights and important information back to stakeholders;
- contribute the time needed to study and understand the papers provided; and
- apply good analytical skills, objectivity and good judgment.

Reporting

18. The Committee reports annually to the Academic Board on its operation and activities. The annual report includes:

- a summary of the work it performed to fully discharge its responsibilities during the preceding year; and
- details of meetings, including the number of meetings held during the relevant period, and the number of meetings each member attended.

19. The Committee may, at any time, report to the Academic Board on any other matter it deems of sufficient importance to do so.

Administrative Arrangements

Meetings and Planning

20. The Committee meets at least four times per year on dates determined by the Committee.

21. A forward meeting plan, including meeting dates, and standing agenda items, is agreed by the Committee each year. The forward meeting plan covers all its responsibilities, as detailed in this Charter.

22. The Chair is required to convene a meeting if asked to do so by at least 50% of the Committee members.

23. The Chair convenes and presides at all meetings of the Committee at which they are present. The Chair has a deliberative and a casting vote on all matters before a meeting of the Committee. When the Chair is unable to preside at a meeting, the Deputy Chair presides.

24. The conduct of meetings of the Committee is determined by the Chair taking into account the views of the Committee members.

25. All matters relating to individual persons, including appointments, enrolment candidacy for degrees, personal details, performance and conduct are treated as confidential. Confidential items are so marked on the agenda. At the beginning of the meeting, members of the Committee may ask that other particular items on the agenda be treated as confidential and the Committee will determine this. During the course of the meeting, the Chair may declare a particular item to be confidential, and observers are asked to leave until consideration of that item has finished.

    Where feasible, all Confidential Items shall be grouped together at the end of the Agenda so that observers and invitees may leave the meeting and not be required to wait during discussion.

Attendance at Meetings and Quorums

26. A quorum consists of at least 50 per cent of Committee members who hold office for the time being.

27. Meetings can be held in person or by digital means.

28. Meetings of the Committee are open to members of the ANU Council, academic and professional staff of University and to undergraduate and postgraduate students of the University as observers of non-confidential items on the agenda, as approved by the Chair. Observers register their intention to attend a meeting with the Committee Secretary in advance of the meeting; and are admitted by the Committee Secretary on a "first come first served" basis and within the constraints of available space in the meeting venue.

29. Observers may only speak if invited to do so by the Chair and in such cases may only speak on the particular issue about which they were invited to speak. Observers may not bring recording equipment or cameras into the meeting. Standing observers as stipulated in Clause 7. are invited to speak without approval by the Chair.

30. The Chair may request any other ANU staff and/or external party to attend Committee meetings or participate in certain agenda items.

31. The Associate Deans Student Experience and Integrity may attend as a proxy for the Associate Dean Education if appropriate, and subject to prior approval by the Chair and registration to the Committee Secretary.

Working Groups and Communities of Practice

32. The Committee may establish Working Groups and/or communities of practice to assist it in the carrying out of its functions.

Secretariat

33. The University Governance Office (UGO) provides secretariat support to the Committee. Such reports and papers are submitted to the UGO by deadlines determined by UGO for inclusion in the agenda papers.

34. In supporting the preparation of agenda papers, UGO will provide procedural and contextual advice and drafting support, especially in respect of recommendations being presented to the Committee and/or the Academic Board or Council.

35. UGO, as much as it is reasonably achievable, ensures that the agenda and supporting papers for each meeting are circulated to members after approval from the Chair has been received at least seven days before the meeting.

36. UGO prepares the minutes of meetings Minutes must be authorised by the Chair for circulation to the Committee for its approval.

Conflicts of Interest

37. Committee members must declare any material personal interests, whether they are actual, potential or perceived, at the start of each meeting or before discussion of the relevant agenda item or topic. Details of material personal interests declared by Committee members, and actions taken, are appropriately recorded in the minutes.

Induction

38. UGO maintains a program of induction for Committee members to assist them to meet their Committee responsibilities. Staff from the Academic Portfolio assist the UGO in this task as required.

Assessment and Review

39. The Chair initiates, every second year, a review of the performance of the Committee and this Charter, with appropriate input sought from Committee members and any other relevant stakeholders. The review of performance will be conducted on a self-assessment basis unless otherwise determined by the Academic Board.

40. The Chair may initiate a review the Charter outside of the biennial review time period.

Approved by resolution of the Academic Board meeting of 5/2026.