

Centre for Learning and Teaching Board of Studies Charter

Introduction

1. The Academic Quality Assurance Committee (AQAC) of the Australian National University has established the Centre for Learning and Teaching Board of Studies (“the BoS”) in accordance with section 32 of the *Academic Quality Assurance Committee Charter*.
2. This Charter sets out the BoS’s objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

3. The objective of the BoS is to monitor, advise and provide assurance to the Academic Quality Assurance Committee on the quality of the educational activities of the Centre for Learning and Teaching (CLT).

Authority

4. The Academic Quality Assurance Committee authorises the BoS, 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 BoS meetings; and
 - discuss any matters with external parties (subject to confidentiality considerations).

Composition and Tenure

5. The BoS consists of:
 - Dean, Academic Quality (Chair)
 - Pro-Vice Chancellor (Education and Digital)
 - Dean, Higher Degree Research
 - Associate Dean (Education) of each ANU College or nominee

- Director, Centre for Learning and Teaching

6. As the Centre for Learning and Teaching does not teach ANU programs or courses, it does not teach ANU students and so there are no student representatives on the BoS.

7. The BoS may appoint a Deputy Chair from amongst its members, who serves in that role for a period two years or until their term as a member expires.

8. Appointed members serve a term of two years and are eligible for re-appointment.

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

10. If an appointed member of the BoS is absent from three meetings of the BoS 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. When a vacancy occurs in the membership of the BoS, 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.

12. Whenever an opportunity arises for the Chair to appoint a new member to the BoS, the Chair will have regard to the current gender balance of the BoS before making decisions regarding an appointment.

Roles and Responsibilities

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

14. The BoS's responsibilities are to:

- a. monitor and approve, within the framework provided by the University's policies and procedures, the quality assurance of teaching and learning in the micro-credentialed and non-credentialed education offerings owned by the Centre for Learning and Teaching, and for reporting this to the ANU Teaching and Learning Development Committee;
- b. monitor the creation, amendment, disestablishment, and quality assurance of Micro-Credentials in the area of Learning and Teaching Pedagogy as per the [Micro-Credentials procedure](#);
- c. monitor and approve the strategy and quality assurance of Teaching and Learning Professional Development offered by the Centre for Learning and Teaching, including compliance with the [Professional and Short Courses policy and procedure](#);

- d. monitor the creation, amendment, disestablishment, qualifications of teachers, sustainability, and quality assurance of non-credentialled and non-certified public educational offerings of the Centre for Learning and Teaching;
- e. monitor compliance with the [Guideline: The distribution of teaching offerings and responsibilities between the Centre for Learning and Teaching and the ANU Colleges](#); and
- f. consider and report on any matter referred to it by Deputy Vice-Chancellor (Academic) or any direct report of the Deputy Vice-Chancellor (Academic).

Responsibilities of Members

15. Members of the BoS 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](#).
16. Members are also expected to:
 - act in the interests of the University as a whole;
 - contribute the time needed to study and understand the papers provided; and
 - apply good analytical skills, objectivity and good judgment.

Reporting

17. The BoS regularly, but at least once a year, reports to the Academic Quality Assurance Committee on its operation and activities. The report includes:
 - a summary of the work it performed to fully discharge its responsibilities during the preceding year;
 - details of meetings, including the number of meetings held during the relevant period, and the number of meetings each member attended.
18. The BoS may, at any time, report to the Academic Quality Assurance Committee and/or Academic Board any other matter it deems of sufficient importance to do so.

Administrative Arrangements

Meetings and Planning

19. The BoS shall meet at least two and up to four times per year on dates determined by the BoS.
20. A forward meeting plan, including meeting dates, location and agenda items, is agreed by the BoS each year. The forward meeting plan covers all its responsibilities, as detailed in this Charter.

21. The Chair is required to convene a meeting if asked to do so by at least 50% of the BoS members.
22. The Chair convenes and presides at all meetings of the BoS at which they are present. The Chair has a deliberative and a casting vote on all matters before a meeting of the BoS. When the Chair is unable to preside at a meeting, the Deputy Chair presides.
23. The procedure at meetings of the BoS is determined by the person presiding over the meeting, taking into account the advice of the BoS members.
24. 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 and taken before any observers are admitted to the meeting. At the beginning of the meeting, members of the BoS may ask that other particular items on the agenda be treated as confidential and the BoS 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

25. A quorum consists of at least 50 per cent of BoS members who hold office for the time being.
26. Meetings are held either in person or by video-conferencing. The Secretariat shall arrange the telephone or videoconferencing facility.
27. An appointed member of a BoS who is unable to attend a meeting of the BoS may nominate an alternate from the same category of membership to attend the meeting on their behalf. An alternate must be a person who would otherwise be eligible to be chosen as a member of the BoS.
28. An ex officio member of a BoS who is unable to attend a meeting of the BoS may nominate an alternate to attend the meeting on their behalf. The nominated alternate must be a senior member of staff from the same organisational unit as the member.
29. Alternates have the same rights and responsibilities as BoS members. An alternate may not be appointed Deputy Chair.
30. Meetings of the BoS 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. Observers register their intention to attend a meeting with the BoS Secretary in advance of the meeting; and are admitted by the BoS Secretary on a

"first come first served" basis and within the constraints of available space in the meeting venue.

31. 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.

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

Working Parties

33. The BoS may establish one or more working parties to assist it in the carrying out of its functions.

Secretariat

34. The Centre for Learning and Teaching provides secretariat support to the BoS.

35. The Centre for Learning and Teaching and the Office of the Pro-Vice Chancellor (Education and Digital) is responsible for the development and preparation of reports and other papers to be presented to the BoS.

36. The Centre for Learning and Teaching ensures the agenda and supporting papers for each meeting are circulated (via the BoS's Sharepoint site) after approval from the Chair and at least seven days before the meeting.

37. The Centre for Learning and Teaching ensures the minutes of the meetings are prepared and maintained. Minutes must be approved by the Chair and circulated to each member of the BoS.

Conflicts of Interest

38. BoS 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 BoS members, and actions taken, are appropriately recorded in the minutes.

Induction

39. The Chair of the BoS provides an induction for BoS members to assist them to meet their BoS responsibilities.

Assessment and Review

40. The Chair, in consultation with the Secretary of the Academic Quality and Assurance Committee, initiates every second year a review of the performance of the BoS, and this Charter, with appropriate input sought from BoS members, the University

Executive, College Deans and any other relevant stakeholders. The review of performance will be conducted on a self-assessment basis unless otherwise determined by the Academic Quality and Assurance Committee.

Effective from 6 April 2021 - Approved by resolution of the Academic Quality Assurance Committee (AQAC) meeting 2/2021 held on 18 March 2021.