

TEACHING AND LEARNING COMMITTEE OF SENATE

Aim

The Teaching and Learning Committee (T&LC) is responsible for working with the Senate of the University of the Free State (UFS) to further the development of an academic culture of excellence in the area of teaching and learning. To achieve this aim, the committee will endeavour to implement research-inspired, evidence-based and student-focused teaching and learning throughout the institution.

The T&LC will facilitate debate, drive the dissemination of teaching and learning policies, and consult widely within the university community. The committee will also oversee the allocation and effectiveness of the University Capacity Development Grant and any other national initiatives.

The T&LC will advise Senate on regulatory and emerging internal and external challenges related to teaching and learning, and it will propose ways in which these challenges can be addressed through pedagogical innovation and applicable scholarly strategies. The committee will consist of academics, academic support staff and student representatives, and it can co-opt members if necessary.

Terms of reference

The primary objectives of the T&LC are to provide strategic direction for the teaching and learning function, and to contribute towards curriculum development, assessment, evaluation, and quality enhancement. To achieve these objectives, it will:

- a) develop, monitor and review policies on teaching and learning and assessment;
- b) monitor and evaluate the allocation and effectiveness of the University Capacity Development Grant and other government initiatives;
- c) develop policies, guidelines and monitoring practices for external examinations;
- d) keep the UFS informed of cutting-edge research on education and teaching and learning, with a view to the adoption of appropriate practices and approaches;
- e) promote reflection on the relationship between education, development and institutionally agreed graduate attributes;
- f) actively support all research, activities and initiatives focused on improving student success and the quality of teaching and learning at the UFS;
- g) advise Senate and academic staff members on innovative approaches to teaching and learning, curriculum design, assessment, evaluation, technology applications, etc.;
- h) oversee the compilation of an annual report on teaching and learning for the Senate;
- i) receive reports from the various faculty teaching and learning committees; and
- j) facilitate, monitor and review student participation in the management of

teaching and learning activities at faculty and institutional level.

Composition

- Vice-Rector: Academic (Chairperson) (1)
- A Deputy Chairperson (1)
- Director (Academic): CTL (Centre for Teaching and Learning) (1)
 - Deputy Director: Curriculum Delivery and Innovation (1)
 - Assistant Director: Academic Development (1)
- Dean of Student Affairs (1)
- Teaching and Learning Managers (7)
- One (1) academic representative per faculty (7)
- Academic Head: South Campus
- Qwaqwa Campus Vice-Principal: Academic and Research
- Members of Senate (3)
- ISRC (Institutional Student Representative Council) Academic Portfolio? (2)
- Head of the Library (1)
- Postgraduate students (1)
- CUADS (Centre for Universal Access and Disability Support) (1)
- DIRAP (Directorate for Institutional Research and Academic Planning) (1)
- The Director: Student Academic Services (1)
- Senior Director: ICT (Information and Communication Technology) Services (1)
- Risk Manager: Finance (1)
- Examinations Office (1)
- Curriculum Management (1)
- The Director: Postgraduate School (1)

Tenure

The term of appointment for all members is two (2) years. Co-opted members can be appointed for one (1) year. Any of these terms can be renewed.

Responsibilities of members

Members of the T&LC are expected to:

- ensure they have time available to study the documents provided;
- express their opinions frankly, ask probing questions, and explore independent lines of enquiry;
- ensure that applicable information about activities and decisions is effectively communicated to represented faculties and support services divisions;
- work collaboratively with other members to ensure that duties are effectively discharged;
- attend committee meetings and make themselves available to serve on task teams or subcommittees established by the committee; and
- actively contribute towards driving the process of policy formation.

Chairperson and Vice-Chairperson

The T&LC will be chaired by the Vice-Rector: Academic. In the absence of the chair, the Committee can appoint one of its members to chair a meeting.

The role of the chair is to:

- ensure that the T&LC discharges all its duties effectively;
- see to it that the T&LC executes its functions in an efficient and organised way, including those tasks involving meetings, subcommittees, and task teams;
- ensure that T&LC members engage effectively with one another and make constructive contributions;
- make certain adequate reports are submitted to Senate; and
- facilitate positive and respectful relationships between members.

The Teaching and Learning Committee elects from among its members a vice-chairperson. The term of office of the person coincides with his/her current period of membership of the Teaching and Learning Committee of Senate. When the position of vice-chairperson becomes vacant, a successor is elected by the Teaching and Learning Committee at its next meeting.

Attendance at meetings

Should a member be unable to attend a meeting, he/she may nominate an alternate to attend the meeting on his or her behalf. The secretary of the T&LC must be informed of the alternate at least three working days before a meeting of the committee. Nominated alternates must obtain the approval of the chair in advance.

Should a member of the committee (appointed or co-opted) be absent from three consecutive meetings of the committee, the relevant faculty or support service will be contacted to explore the replacement of the member in question with another representative.

A quorum will consist of 50% plus one (1) member.

Delegation to subcommittees and task teams

The T&LC may, from time to time, establish subcommittees and task teams to assist it in fulfilling its functions. These structures need to have clear terms of reference and may consist of appointed members as well as persons who are not part of the committee. Such a subcommittee or task team may function for an unspecified period of time in order to address an aspect of the T&LC's responsibilities that needs continuous attention.

Subcommittees and task teams need to submit reports on their activities.