

LEARNING AND STUDENT EXPERIENCE COMMITTEE CONSTITUTION

Commencement Date: 1 January 2020

1 Establishment

- 1.1 The Academic Board resolved on 25 October 2019 to rescind the constitutions of the University Learning and Teaching Committee (ULTC) and the Academic Services Committee (ASC) and adopt in their place the Learning and Student Experience Committee Constitution (Resolution AB 207/19).
- 1.2 The Learning and Student Experience Committee continues as a standing committee of the Academic Board established under rule 5.1(1) of the *Academic Board Constitution*.

2 Functions and responsibilities

- 2.1 The Learning and Student Experience Committee (LSEC) is responsible for assisting the Academic Board in performing its functions with respect to learning, teaching and the student experience, as described in the *Academic Board Constitution*.
- 2.2 The Learning and Student Experience Committee assists the Academic Board in performing its functions by:
 - (1) providing advice and recommendations to Academic Board on:
 - (a) an Enabling Plan in relation to learning, teaching and the student experience*;
 - (b) progress in implementing an Enabling Plan in relation to learning, teaching and the student experience;
 - (c) University policies relating to learning and teaching; including but not limited to, learning and teaching quality, fieldwork, student evaluation of learning and teaching, assessment, academic integrity, English language proficiency and student progression;
 - (d) University policies relating to student services and the student experience, including but not limited to the admission, enrolment, recognition of prior learning/advanced standing/credit transfer, orientation, progression, engagement, attrition, retention, discipline and graduation of students; the awarding of scholarships, grants and prizes; equity and pastoral care; and the academic year structure;
 - (e) the learning and teaching performance of Faculties and Schools in all locations at which the University operates; and
 - (f) the quality and standards of student services and the student experience for students in all locations and study modes at which the University operates; and
 - (g) management of risk in relation to the work of the Committee.
 - (2) providing advice and recommendations to the Deputy Vice-Chancellor, Academic on :

* The *Academic Board Constitution* states: 'Enabling Plan' means a plan or other process by which the University operationalises its Strategic Plan.'

- (a) enhancement of the University's learning and teaching culture, and mechanisms that support the promotion of teaching performance and scholarship;
 - (b) learning and teaching infrastructure, including learning and teaching spaces, and library and information services;
 - (c) the use of information and communications technology services to enhance student access and the quality of learning and teaching;
 - (d) the admission, enrolment, recognition of prior learning/advanced standing/credit transfer, orientation, progression, engagement, attrition, retention, discipline and graduation of students; and
 - (e) the awarding of scholarships, grants, and other forms of financial support to undergraduate and postgraduate by coursework students, other than international students;
- (3) providing to the Academic Board an annual report on the Committee's performance in relation to learning, teaching and the student experience.

3 Membership

- 3.1 The University will endeavour to achieve diversity and gender balance on the Learning and Student Experience Committee.
- 3.2 The membership of Learning and Student Experience Committee shall comprise:
- (a) the Deputy Vice-Chancellor, Academic, *ex officio*, (the Chair);
 - (b) the Deputy Vice-Chancellor, Global, *ex officio*;
 - (c) the Deputy Vice-Chancellor, Research, *ex officio*;
 - (d) the Pro Vice-Chancellor, Indigenous, *ex officio*;
 - (e) the Associate Deputy Vice-Chancellor Academic, Indigenous Advancement, *ex officio*;
 - (f) the Pro Vice-Chancellors and Presidents of Curtin's global campuses, *ex officio*;
 - (g) the Deputy Pro Vice-Chancellors, *ex officio*;
 - (h) the Director, Student Life and Community, *ex officio*;
 - (i) the Chief Student Services Officer, *ex officio*;
 - (j) one teaching or teaching and research academic from each Faculty elected by the Faculty Teaching and Learning Committee or equivalent;
 - (k) up to two (2) additional co-opted members appointed by the Learning and Student Experience Committee for a period not to exceed 1 year, having regard to gender balance, diversity, disciplinary expertise and Faculty distribution of the Committee's membership;
 - (l) the Vice-President - Education, Curtin Student Guild, *ex officio*;
 - (m) the President, Postgraduate Students Committee, Curtin Student Guild, *ex officio*;
 - (n) the President, International Students Committee, Curtin Student Guild, *ex officio*; and
 - (o) the Chair, Academic Board, *ex officio*.

4 Deputies

- 4.1 In this clause, deputy means -
- (a) the deputy of an *ex officio* member of the Learning and Student Experience Committee –
 - (i) whose nomination has been approved under clause 4.2; and
 - (ii) who is not ineligible to be a deputy under clause 4.4; and

- (b) the deputy of an elected member of the Learning and Student Experience Committee –
 - (i) who has been elected under clause 3.2(i); and
 - (ii) who is not ineligible to be a deputy under clause 4.4.
- 4.2 The Chair (or person delegated by the Chair) may approve the nomination by an *ex officio* member, of a person to be the deputy of the *ex officio* member.
- 4.3 A Committee member is to ensure details of the nomination are provided in writing to the Chair prior to commencement of the Learning and Student Experience Committee meeting which the member is unable to attend.
- 4.4 A member of the Learning and Student Experience Committee is not eligible to be approved or elected as a deputy or to remain a deputy if they are current member of the Learning and Student Experience Committee.
- 4.5 If a Committee member is unable to attend a Learning and Student Experience Committee meeting, and/or perform the functions of the position, their approved or elected deputy may act temporarily as the member and:
 - (a) may attend the meeting in place of the member; and
 - (b) exercise all the rights, and is subject to the responsibilities, of the member.
- 4.6 The Chair may amend or revoke the approval of a nomination for a deputy under clause 4.2.

5 Elections

- 5.1 An election for a member under clause 3.2(i) is to also include an election for a deputy of that member.
- 5.2 Elections are to be conducted in accordance with sound electoral principles and may be conducted electronically.

6 Term of office

- 6.1 The term of office of the member elected under clause 3.2(i) is to be for up to 2 years, commencing on 1 April and concluding on 31 March.
- 6.2 The member elected under clause 3.2(i) may serve consecutive terms provided that:
 - (1) they continue to hold the specified qualifications for office; and
 - (2) they serve for no more than 3 successive terms.

7 Casual vacancy in elected position

- 7.1 For the purposes of this Constitution, a 'casual vacancy' occurs where the member elected under clause 3.2(i):
 - (1) resigns, retires or becomes ineligible to remain in the position (for example, as a result of a change in appointment, or employment conditions); or
 - (2) is absent without leave for 3 consecutive Learning and Student Experience Committee meetings.

- 7.2 If a casual vacancy occurs less than 6 months before the conclusion of what would otherwise have been the term of office, the relevant Faculty may either:
- (1) appoint the elected deputy to the position; or
 - (2) where no deputy was elected, appoint an appropriately qualified person to the position; or
 - (3) take no action to enable the position to be filled.
- 7.3 If the vacancy occurs more than 6 months before the conclusion of what would otherwise have been the term of office (the 'Unexpired Term'), an election for the vacant position is to be held and the successful candidate is to fill the position for the remainder of the Unexpired Term.

8 Chairing of a meeting in absence of chair

- 8.1 Where sufficient advance notice is given of the intended absence of the Chair at a scheduled meeting of Learning and Student Experience Committee, and where there is no acting Deputy Vice-Chancellor, Academic, the Chair is to appoint one of the members of Learning and Student Experience Committee to chair the meeting.
- 8.2 If an appointment is not made by the Chair under clause 8.1, Learning and Student Experience Committee is to elect one of its members who is present to chair the meeting.

9 Quorum

- 9.1 The quorum for Learning and Student Experience Committee meetings is to be not less than one half of the total number of members excluding:
- (a) any vacancy in the membership of the Learning and Student Experience Committee; and
 - (b) any member who has an approved leave of absence and in respect of whom a deputy has not been approved or elected under clause 3.2(i).

10 Officers in attendance and attendance of observers

- 10.1 The Chair is to appoint an Executive Officer, as appropriate for the Committee. The Executive Officer is to have the right to be present and participate (but not vote) at all meetings of the Learning and Student Experience Committee.
- 10.2 The Chair (or person delegated by the Chair) may invite any other officer of the University, or any other person, to attend for specific items of a meeting or to attend specified meetings, to assist the Committee in its deliberations.
- 10.3 The Chair (or person delegated by the Chair) may permit the attendance of observers, whether from within the University or from external organisations, at any of its meetings.
- 10.4 Unless the Chair determines otherwise, an observer does not have the right to participate or vote in a meeting of the Learning and Student Experience Committee.

11 Establishment/disestablishment of subcommittees, working parties or sub-groups

- 11.1 The Learning and Student Experience Committee may establish and disestablish, as appropriate, ongoing subcommittees, and/or working parties or sub-groups to

undertake particular tasks in relation to a nominated function or activity. The composition of a subcommittee, working party or sub-group may include persons other than members of Learning and Student Experience Committee, and may include persons who are external to the University.

11.2 The role of a subcommittee, working party or a sub-group is advisory.

12 Meeting schedule

The Learning and Student Experience Committee is to meet at least 4 times in each calendar year.

13 Reporting

13.1 The Learning and Student Experience Committee is to report to the Academic Board on its activities by way of its minutes and at such times and in such forms as requested by the Academic Board.

13.2 At the end of each calendar year, the Learning and Student Experience Committee is to submit its proposed work plan for the following year to the Academic Board Executive for approval.

13.3 At the beginning of each calendar year, the Learning and Student Experience Committee is to submit to the Academic Board an annual report in respect of its activities in the preceding 12 months. The annual report is to include:

- (a) a summary of the principal issues addressed by the Learning and Student Experience Committee in the period under review;
- (b) an assessment of the effectiveness of Learning and Student Experience Committee in performing its functions and fulfilling its responsibilities in the period under review;
- (c) advice as to whether Learning and Student Experience Committee should continue to operate in its current form and with its current functions and responsibilities; and
- (d) advice and recommendations regarding the operation of Learning and Student Experience Committee and the provisions of the Learning and Student Experience Committee Constitution.

14 Servicing

The Director, Secretariat and Council Secretary is to arrange for secretariat support for the Learning and Student Experience Committee.

REVISION HISTORY:

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference
NEW	Approved	25 Oct 2019	Academic Board	AB 207/19	Attachment I to Item 8.1
AMENDED	Approved	23 March 2022	Academic Board	AB 47/22	Attachment B to Item 11.4.1
AMENDED	Approved	22 March 2024	Academic Board	AB 34/24	Attachment B to Item 11.4.1