University of Wollongong  
elearning & Teaching Subcommittee (eLTS) - UEC

Terms of Reference

| Updated Responsibility Review by | March 2009 Chair - eLearning and Teaching Subcommittee March 2010 |

**Goal**
The goal of the eLearning and eTeaching Subcommittee (eLTS) of the University Education Committee will be to provide expert advice, leadership and support in the development and review of strategies and policies that will facilitate good academic practice in eTeaching and eLearning at the University of Wollongong.

**Terms of Reference**
The role of eLTS will be to:

1. Report on the achievement of eTeaching and eLearning goals established in the UOW Strategic Plan for Learning and Teaching, and the UOW Strategic Plan for eLearning and eTeaching
2. Provide advice on the development of University and Faculty policy in relation to teaching and learning, with relevance to the academic practice of eTeaching and eLearning
3. Provide advice on international and national trends in the development and management of eTeaching and eLearning in higher education
4. Assist in the implementation of effective communication of eTeaching and eLearning developments at UOW
5. Assist in the evaluation and benchmarking of academic practice in eTeaching and eLearning at UOW

**Membership**
- Chair, appointed by the Deputy Vice Chancellor (Academic)
- Deputy Chair, appointed by the Deputy Vice Chancellor (Academic) in consultation with the Chair
- A representative from each Faculty Education Committee
- UOW Dubai representative
- UOW South Coast representative
- Student Services representative
- Library representative
- CEDIR representative
- ITS representative
- Wollongong College Australia representative
- A student representative who is enrolled in a diploma or degree at the University

The Subcommittee may co-opt additional members when the need arises.

**Quorum**
More than half the total number of members (i.e. 50% + 1) is required to be present to constitute a meeting of the Subcommittee.
Procedures for calling a meeting
The Chair of the Subcommittee will determine meeting dates at the start of each year and meetings will generally occur bi-monthly.

The Chair of the Subcommittee can call additional or extraordinary meetings, and may change the date of scheduled meetings, so long as five working days’ notice is provided.

Responsibilities of Chair and Members

The Chair (with the support of the Executive Officer) will be responsible for ensuring the agenda is arranged and distributed appropriately, meetings are run smoothly and on time, the action items are followed through, and progress is reported to the University Education Committee.

Members will be responsible for providing expert advice and knowledge in order to meet the objectives of the Subcommittee.

Meeting Schedule

Meetings will be held on Wednesdays at 9:30 am for approximately 1.5 hours. eLTS will meet a minimum of 4 times a year.