

ACADEMIC SENATE - WORKPLACE LEARNING COMMITTEE

Section 1 - Membership

Composition

- (1) The membership of the Committee comprises:
 - a. a nominee of the Executive Dean of each Faculty;
 - b. two nominees of the Pro-Vice-Chancellor (Student Learning);
 - c. one nominee of the Dean of Students;
 - d. University Ombudsman;
 - e. Legal Officer, Office of Governance and Corporate Affairs; and
 - f. Workplace Learning Academic Leads from each Faculty.

Right of Audience and Debate

- (2) The following persons shall have right of audience and debate at meetings:
 - a. Workplace Learning Administration Managers from each Faculty; and
 - b. Manager, CSU Global.

Presiding Officer and Deputy Presiding Officer

- (3) The Presiding Officer of the Committee shall be appointed by the Deputy Vice-Chancellor (Academic) from amongst the membership of the Committee.
- (4) The Deputy Presiding Officer will be nominated and elected by and from the members of the Committee.

Terms of Office

- (5) The term of office of nominated, appointed and elected members of the Committee shall be two years.

Section 2 - Terms of Reference

- (6) [Note: The Curriculum, Learning and Teaching Committee (CLTC) was established by the Academic Senate to oversee and advise the Academic Senate on curriculum and learning and teaching policy relating to undergraduate courses and postgraduate coursework programs within the University.]
- (7) The Committee shall:
 - a. Develop and review academic policies relating to the conduct of workplace learning at Charles Sturt University and recommend to the CLTC that they be approved by the Academic Senate;
 - b. Consider academic risk-related issues associated with the conduct of workplace learning at CSU and submit recommendations to the CLTC, and through it to the Deputy Vice-Chancellor (Academic), the Academic Senate and Faculties, about those risks;
 - c. Receive reports that address these Terms of Reference from the Faculties, Workplace Learning Network, and management committees of University Clinics pertaining to the quality of the conduct of workplace learning associated with the University's courses;

- d. Provide advice and recommendations on academic issues which affect the conduct of workplace learning that have been referred to the Committee by the Academic Senate, through the Curriculum, Learning and Teaching Committee.

Section 3 - Miscellaneous

Meetings

- (8) The WPLC shall conduct five ordinary meetings each year.

Minutes

- (9) Minutes of meetings of the WPLC shall be submitted to the CLTC.

Agendas

- (10) An agenda item promoting the discussion of key sub topics of interest to members of the WPLC will be included as a standing agenda item in agendas for meetings. This item of business will be considered after all other matters of business have been considered at a meeting.

WPLC Executive Group

- (11) An Executive Group, comprising the Presiding Officer, Deputy Presiding Officer and Legal Officer will meet to decide urgent matters of risk that have been referred to the WPLC which arise between meetings of the WPLC. The Executive Group shall make determinations in relation to risk issues in accordance with WPL policies approved by Academic Senate and in accordance with the CSU Risk Management Policy.