

Terms of Reference Health and Medical Sciences Faculty Learning and Teaching Committee - Schedule A

Standing agenda items and procedures for recording resolutions

The following standing agenda items and procedures are expected to facilitate clear two way communication to and from the Faculty Learning and Teaching Committee.

The Chairs of the School Learning and Teaching Committees or their nominees form an important part of this communication.

Record of School Teaching and Learning Meeting dates

In part 1 of the agenda there will be a table indicating the dates the School Learning and Teaching Committees have met in person and by circulation during that year.

2019	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Allied Health												
Biomedical Sciences												
UWA Dental School												
UWA Medical School												
Population and Global Health												

The Chairs of the School Learning and Teaching Committees or their nominees will be required to forward relevant information to the FLTC Executive Officer no later than one week before the meeting to update the table.

Reports from Schools

A report from each School will be included in part 3 of the agenda. The Chairs of the School Learning and Teaching Committees, or their nominees, will be required to forward a brief written report to the FLTC Executive Officer no later than one week before the meeting, for inclusion in the agenda. School are required to ensure the Chair or a nominee can both provide a report and attend the meeting.

Record of Resolutions

In addition to recording resolutions in meeting minutes and noting of decisions, the Executive Officer is required to establish and keep up to date a spreadsheet of resolutions similar to that used to [record resolutions of Academic Board](#). The spreadsheet should be made available to Faculty members in the same way as meeting agendas and minutes.

School Learning and Teaching Committees

The Chairs of the School Learning and Teaching Committees or their nominees form an important part of the two way communication between Schools and the Faculty Teaching and Learning Committee.

To further facilitate good two way communication, information needs to be reported back to Schools.

Standing items on School Learning and Teaching Agendas

Report from Faculty Learning and Teaching Committee

In part 3 of the agenda, the Chair of the School Learning and Teaching Committees or the nominee who attended the most recent FL&TC meeting, should provide the School Learning and Teaching Committee with a report of the recent proceedings of the Faculty Committee. The FL&TC meeting minutes will be useful in providing this report.

Confirmation of Chair or nominee to attend next FL&TC Meeting/s

In part 3 of the agenda, the Chair will confirm their intention to attend the future FL&TC Meetings, or confirm a nominee for each month, until the next meeting of the School Learning and Teaching Committee.

Procedures for recording meeting resolutions

Record of Resolutions

In addition to recording resolutions in meeting minutes and noting of decisions, the Executive Officer is required to establish and keep up to date a spreadsheet of resolutions similar to that used to [record resolutions of Academic Board](#). The spreadsheet should be made available to members of the school in the same way as meeting agendas and minutes.

The HMS Governance and Curriculum Officer can advise.

Prepared by Heather Morton on 11th February 2019.

Governance and Curriculum Officer

HMS Planning Services SDC

Date approved FL&TC R03/19 12th February, 2019

Date Approved by Faculty Board 19 June 2019 (R15/19)
