

MANDATE FOR THE COMMITTEE FOR TEACHING, LEARNING AND ASSESSMENT (CTLA)

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Regulation owner	Deputy Vice-Chancellor (Learning and Teaching)
Approved by	Approved by the Committee for CTLA on 13 April 2023
<i>The English version of this regulation is the operative version, and the Afrikaans version is a translation thereof.</i>	

1) Official name of the committee

Committee for Teaching, Learning and Assessment (CTLA)

2) Brief/purpose of the committee

The CTLA advises Senate on matters related to:

- i. Teaching, Learning and Assessment (TLA) (including the stature of TLA, as well as the scholarship of teaching and learning)
- ii. Improvement of student success
- iii. Examinations and promotions
- iv. Professional development of and support to lecturers (with regard to TLA)
- v. Student support mechanisms
- vi. Academic policy
- vii. All academic offerings¹

3) Type of committee

Sub-committee of Senate, with task teams that the CTLA may establish.

¹ Including all accredited undergraduate and postgraduate qualification types offered by the institution as well as all non-accredited offerings, including for example co-curriculum short courses, certificates and other learning opportunities.

4) Reporting channel

The CTLA reports to Senate and resides under the responsibility of the Deputy Vice-Chancellor (Learning and Teaching).

5) Constitution

The CTLA is constituted by Senate.

6) The mandate of the committee

The CTLA has power of disposal regarding matters that are recommended to it by its task teams and that do not need decisions by Senate.

This includes the following:

- a. The committee oversees the revision of all TLA related policy and management documents.
- b. The committee provides guidance for conflicts within TLA related policy and management documents.
- c. The committee may identify any matter that falls within the brief/purpose of the committee and make recommendations to Senate in that regard.
- d. The committee can make recommendations about matters stipulated under 2.i – 2.vii. Furthermore, the committee may take decisions about matters such as appointing task teams for particular inquiries or investigations. Different departments (e.g. Centre for Teaching and Learning, faculties) could follow up and implement such matters.
- e. The management of matters regarding TLA is the responsibility of the Deputy Vice-Chancellor (Learning and Teaching), while the CTLA is responsible for oversight over these matters.

7) Composition

a) Chairperson

Deputy Vice-Chancellor (Learning and Teaching)

b) Members

- i. Senior Director: Learning and Teaching Enhancement
- ii. Director: Centre for Teaching and Learning
- iii. Director: Academic Planning and Quality Assurance
- iv. Registrar
- v. Senior Director: Student Affairs
- vi. Manager: Co-curriculum
- vii. Director: Academic Information and Technology

- viii. The Vice-Dean (Teaching and Learning) of each of the 10 faculties, or the Faculty Board's designated person if the faculty does not have a Vice-Dean (T&L) position in its structure
- ix. Chairperson of the Academic Affairs Council (student representation)
- x. The committee may also co-opt members based on their expertise, in order to contribute to the functions of the committee.

c) **Secretariate:** Staff member of the Centre for Teaching and Learning.

d) **Diversity with regard to expertise, experience, environments:** The committee is composed of ex officio members from the different environments, i.e. Learning and Teaching Enhancement, Academic Planning and Quality Assurance, Registrar's division, academics from all of the faculties, as well as representation from students.

e) The CTLA represents an applicable **balance between C1-staff members and C2/C3 staff members.**

f) After their appointment, members do not serve as **representatives of their particular interest groups.** Although members represent particular disciplines, they serve on this committee in consultative and advisory capacity in terms of TLA in general. However, it is expected from Vice-Deans (Teaching and Learning) or the designated faculty representative to disseminate decisions and applicable information from the CTLA in their own faculties.

8) Procedures for elections and appointment

- a) Members serve on the committee by virtue of their office (ex officio) or they are co-opted by the CTLA on the basis of their expertise.
- b) Membership holds for as long as the person fills the particular post. The term of membership for those who have been co-opted, is two years.
- c) Vacancies are filled by virtue of new appointments in the applicable posts.
- d) As a mechanism for preparation (training/equipping) new committee members to meet their responsibility effectively, they will receive a copy of this mandate and all applicable TLA policy documents.
- e) The Centre for Teaching and Learning is responsible for supporting the CTLA.
- f) The Deputy Vice-Chancellor (Teaching and Learning) will report to Senate on the functioning and efficiency of the CTLA at various opportunities during the year. The committee will also, from time to time, engage in self-reflection as part of scheduled meetings during the year.