

Reglement van die Komitee vir Leer en Onderrig (KLO)

1) Amptelike naam van die komitee

Komitee vir Leer en Onderrig (KLO)

2) Opdrag/doel van die komitee

Die KLO se funksies sluit Senaatsoorsig, advies en bevordering tov die volgende sake in:

- i. Leer en Onderrig (insluitend statuur van leer en onderrig, asook akademieskap van leer en onderrig)
- ii. Bevordering van studentesukses
- iii. Studente-assessering
- iv. Eksamens en promosies
- v. Professionele ontwikkeling van en steun aan dosente (tov leer en onderrig)
- vi. Eerstejaarsakademie en ander studente-ondersteuningsmeganismes

3) Soort/tipe komitee

Selfstandige vaste komitee van die Senaat, met sub-komitees soos wat die KLO mag instel

4) Rapporteringskanaal

a) Aan watter liggaam van die Universiteit rapporteer die komitee?

Senaat

b) Aan watter bestuurslid se verantwoordelikheidsterrein is die komitee gekoppel?

Viserektor (Leer en Onderrig)

5) Konstituering

a) Deur welke bevoegde besluitnemingsproses kom die komitee tot stand?

Via goedkeuring deur die Senaat

6) Die mandaat van die komitee

a) Kan die komitee slegs aanbevelings maak of het dit afhandelingsbevoegdheid?

Die komitee kan enige saak wat binne die opdrag/doel van die komitee lê identifiseer en voorstelle daarrondom aan die Senaat voorlê.

b) Wanneer kan die komitee aanbevelings maak, wanneer en waarom kan die komitee besluite neem, en wie moet dit opvolg/implementeer?

Die komitee kan aanbevelings maak tov sake soos genoem onder 2i-2vi. Verder kan die komitee besluite neem oor sake soos bv die aanwysing van taakspanne vir bepaalde ondersoekte. Verskillende afdelings (bv SOL, fakulteite) sou sodanige sake kan opvolg of implementeer.

c) Wat behels die komitee se opdrag in onderskeid van die betrokke bestuurslid se opdrag?


Die bestuur van sake rakende Leer en Onderrig lê binne die verantwoordelikheid van die VR(L&O), terwyl die KLO verantwoordelik is vir oorsig oor hierdie sake.

7) Samestelling

a) Voorsitter

Viserektor (Leer en Onderrig)

b) Lede

- i. Senior Direkteur: Leer- & Onderrigverryking
- ii. Direkteur: Sentrum vir Onderrig en Leer
- iii. Senior Direkteur: Institusionele Navorsing en Beplanning en/of gedelegeer 
- iv. Registrateur
- v. Die Vise-Dekaan (Onderrig en Leer) van elk van die 10 fakulteite, of die Fakulteitsraad se aangewese persoon indien die fakulteit nie so 'n Vise-Dekaanspos het nie
- vi. 'n Lid van die Akademiese Belangeraad (studenteverteenwoordiging)
- vii. Die komitee mag ook persone koöpteer op grond van hul kundigheid ten einde tot die werksaamhede van die komitee by te dra

c) Sekretariaat

Personeellid van die Sentrum vir Onderrig en Leer

d) Diversiteit tov kundigheid, ondervinding, omgewings

Die komitee word saamgestel uit leiersfigure vanuit verskeie omgewings, nl Leer- & Onderrigverryking, Akademiese Beplanning en Gehalteversekering, Registrateursafdeling, Akademici vanuit al die fakulteite, asook verteenwoordiging vanuit studentegeledere.

e) In vaste Senaatskomitees (uitgesluit fakulteitsrade) is daar 'n toepaslike balans tussen C1-personeellede en C2/C3 personeellede

Ja

f) Nadat lede aangewys is, dien hulle as verteenwoordigers van bepaalde belangegroepe of nie?

Nee. Alhoewel die lede sekere dissiplines verteenwoordig, dien hulle die komitee in konsulerende en adviserende hoedanigheid tov onderrig en leer in die algemeen. Dit word wel van Vise-Dekane (Onderrig en Leer) of die aangewese fakulteitsverteenvoorder ver wag om besluite en tersaaklike inligting vanuit die KLO binne hul fakulteite te versprei.

8) Verkiesings- of aanstellingsprosedures

Lede dien ampshalwe (ex officio) op die komitee of word deur die KLO gekoöpteer op grond van kundigheid

9) Termyne van lidmaatskap

Lidmaatskap geld vir solank as wat die persoon die betrokke pos beklee. Lidmaatskap van lede wat gekoöpteer is geld vir twee jaar.

10) Prosedure vir die hantering van vakatures

Vakatures word gevul deur nuwe aanstellings in die betrokke poste.

11) Meganisme vir die voorbereiding (opleiding/toerusting) van komiteelede om effektief hulle verantwoordelikhede te kan nakom

Geen

12) Steundiensafdeling verantwoordelik vir die ondersteuning van die komitee

Sentrum vir Onderrig en Leer

13) Hoe gereeld en op watter wyse doen die komitee verslag oor die funksionering en effektiwiteit van die komitee (ingeslote 'n register van teenwoordigheid van die lede van die komitee en meganismes vir die hantering van onbevredigende deelname)

Die Viserektor (Leer en Onderrig) sal by meerdere geleenthede per jaar aan die Senaat rapporteer. Die komitee sal ook van tyd tot tyd self-refleksie doen tydens geskeduleerde vergaderings gedurende die jaar.

REGULATION FOR THE COMMITTEE FOR LEARNING AND TEACHING (CLT)

1) Official name of the committee

Committee for Learning and Teaching (CLT)

2) Brief/purpose of the committee

The functions of the CLT include Senate oversight, advice and enhancement with regard to matters of:

- i. Teaching and Learning (including the stature of teaching and learning, as well as the scholarship of teaching and learning)
- ii. Improvement of student success
- iii. Student assessment
- iv. Examinations and promotions
- v. Professional development of and support to lecturers (wrt learning and teaching)
- vi. First-year Academy and other student support mechanisms

3) Type of committee

Independent permanent committee of the Senate, with sub-committees that the CLT may establish

4) Reporting channel

a) To which body of the University does the committee report?

Senate

b) Under which member of senior management's terrain of responsibility does this committee reside?

Vice-Rector (Learning and Teaching)

5) Constitution

a) Through which authorised decisionmaking process is this committee constituted?

Via approval by Senate

6) The mandate of the committee

a) Can this committee only make recommendations or does it have decisionmaking powers?

The committee may identify any matter that falls within the brief/purpose of the committee and make recommendations to Senate in that regard.

b) When can the committee make recommendations, when and about what can the committee take decisions, and who must follow up/implement?

The committee can make recommendations with regard to matters stipulated under 2i-2vi. Furthermore, the committee may take decisions about matters such as appointing task teams for particular inquiries or investigations. Different departments (eg. Centre for Teaching and Learning, faculties) could follow up and implement such matters.

c) What does the mandate of this committee entail which distinguishes it from the mandate of the applicable member of management?


The management of matters regarding Teaching and Learning is the responsibility of the Vice-Rector (Learning and Teaching), while the CLT is responsible for oversight over these matters.

7) Composition

a) Chairperson

Vice-Rector (Learning and Teaching)

b) Members

- i. Senior Director: Learning and Teaching Enhancement
- ii. Director: Centre for Teaching and Learning
- iii. Senior Director: Institutional Research and Planning and/or delegate 
- iv. Registrar
- v. 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
- vi. A member of the Academic Affairs Council (student representation)
- vii. 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 leading figures from the different environments, i.e. Teaching and Learning Enhancement, Academic Planning and Quality Assurance, Registrar's division, Academics from all of the faculties, as well as representation from students.

e) In permanent Senate committees (excluding faculty boards) there is an applicable balance between C1-staff members and C2/C3 staff members

Yes

f) After members have been appointed, do they serve as representatives of their particular interest groups or not?

No. Although members represent particular disciplines, they serve on this committee in consultative and advisory capacity in terms of teaching and learning 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 CLT in their own faculties.

8) Procedures for elections and appointment

Members serve on the committee by virtue of their office (ex officio) or they are co-opted by the CLT on the basis of their expertise

9) Membership terms

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.

10) Procedure for filling vacancies

Vacancies are filled by virtue of new appointments in the applicable posts.

11) Mechanism for the preparation (training/equipping) of committee members to meet their responsibilities effectively

None

12) Support Services division responsible for supporting the committee

Centre for Teaching and Learning

13) How often and in what ways does the committee report on its functioning and efficiency (including a register of attendance of committee members and mechanisms for dealing with unsatisfactory participation)

The Vice-Rector (Teaching and Learning) will report to Senate 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.