Terms of Reference

The English Language Committee is a standing committee of Monash University Learning and Teaching Committee, chaired by Prof Sue Elliott, DVC (E).

The English Language Committee provides professional expertise and recommendations to Learning and Teaching Committee on matters of post-entry English language, including programs and initiatives enhancing academic and professional English language communication skills.

Functions

The functions of the English Language Committee are to:

2. Monitor students' academic performance by pathways and provide regular reports on this.
4. Propose, monitor and review post-entry English language projects and initiatives including research projects and academic development.
5. Monitor the English Language Policy implementation.
7. We are the body to have recommendations regarding these guidelines for LT committee.
8. Set a culture of expectation around post-entry English language for Monash staff and students, and to consider community expectations of our graduates.

Composition of the English Language Committee

The English Language Committee 2018 is composed of the following members:

Chair: Marta Skrbis
Deputy Chair:
Members:

Dr Greg Cusack, Director Academic Programs, Office of the DVC E
A/Prof Allie Clemans, Director Monash Education Academy
A/Prof Nell Kimberley, Associate Dean Education, BusEco
Cynthia Kralik, Executive Director, English and Foundation Year, Monash College
A/Prof Sarah McDonald, Associate Dean Education, Faculty of Arts
A/Prof Gerry Nagtzaam, Associate Dean Education, Faculty of Law
Dr Jennifer Short, Faculty of Pharmacy and Pharmaceutical Sciences
Dr Chris Thompson, Associate Dean Education, Faculty of Science
Dr Sheila Vance, Director Student Academic Support Unit, MNHS
A/Prof Paul White, Associate Dean Education, Faculty of Pharmacy and Pharmaceutical Sciences
Barbara Yazbeck, Education and Research Programs Manager, Library

Student Representative:
Terms of Office
The English Language Committee members will be appointed for a duration of 12 months.

Meeting Schedule
The English Language Committee will meet bi-monthly. A schedule is attached to this document.

Meeting Procedures
   a) Proceedings and resolutions will be minuted.
   b) Agendas and Minutes will be emailed to members prior each meeting.
   c) Secretarial support will be provided by the Office of DVC Education

Quorum
At a meeting of English Language Committee, 50% of membership must be in attendance. Members should give notice of absence in writing as much in advance as possible.