

Monash University English Language Committee

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:

1. Guide the development of a university-wide Strategy for post-entry English language for international and domestic students.
2. Monitor students' academic performance by pathways and provide regular reports on this
3. Guide the development of university-wide post-entry English language based on student performance data in Monash degrees.
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.
6. Guide the development and oversight of English Language Policy Procedures and Guidelines.
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.
9. Ensure consistency with *Australian Qualification Framework and Higher Education Standards Framework 2015*

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.