VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

TERMS OF REFERENCE FOR
Learning Environments Subcommittee

A subcommittee of the Learning and Teaching Committee

Purpose:

To inform and advise the University Learning and Teaching Committee and facilitate planning for operational improvement and enhancement of Te Herenga Waka—Victoria University of Wellington's physical and digital learning environments in support of the L&TC Terms of Reference Responsibility 4. "To provide advice and pedagogical expertise on issues related to the digital infrastructure for learning and teaching."

Responsibilities:

1. Review and advise on the current state and future change of our learning environment.
2. Advise on plans and priorities for improvement, change and investment in relation to physical and digital projects which alter, add to or improve teaching spaces or digital delivery tools used to deliver teaching.
3. Develop and advise on learning environment policy, guidelines and processes.

Environments in scope for the subcommittee include:

- Nuku and all integrated learning and teaching applications,
- Learning and teaching applications not integrated into Nuku, but formally used for learning and teaching, and
- All physical learning and teaching spaces.

Areas out of scope for the subcommittee include:

- Student administrative IT systems and applications, such as Mata, Banner, Pūaha and Kurawai,
- Corporate IT systems and applications, such as HCM, Panoho, and Hōkai,
- Physical office spaces and meeting rooms not used for teaching, and
- University learning spaces not managed by the University, such as Wellington Town Hall shared performance spaces for NZSM/NZSO/WCC.

Membership

The subcommittee has the following members:

1. Director, CAD, Co-Convener
2. Chief Information Officer, Digital Solutions, Co-Convenor
3. Director, Property Services, or delegate
4. Director, Tītoko, or delegate
5. The President of the Victoria University of Wellington Students' Association (VUWSA), or delegate
6. Learning Space Designer, CAD
7. Accessibility and Inclusion Lead, Te Amaru—Disability Services
8. Three academic representatives from different faculties
9. One representative from the Teaching Intensive Pathway
10. Secretary (from CAD).

Other members may be co-opted by the convenor. Where possible, diversity and equity considerations should be given to the composition of the subcommittee.

Meeting frequency

The Learning Environments Subcommittee will meet every three months.

Approval:

Endorsed: Learning Environments Subcommittee, 4 June 2025

Approved: Learning and Teaching Committee 5 June 2025.