

Stellenbosch University

in cooperation with

South African National Defence Force

Military Academy

Faculty of Military Science

Teaching, Learning & Assessment Committee

Terms of Reference

30 April 2025

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TERMS OF REFERENCE

FACULTY OF MILITARY SCIENCE (FMS) TEACHING, LEARNING & ASSESSMENT (TLA) COMMITTEE

RECORD OF REVISIONS

Ser No	Config No & Date	Coordinator(s)	Versions, Revisions & Changes
	a	b	c
1	Ver 1 dd 30 Apr 2025	Dr I. Henrico	Draft
2			
3			

INTRODUCTION

1. The Teaching, Learning, and Assessment (TLA) Committee of the Faculty of Military Science (FMS), Stellenbosch University (SU), operates under the broader SU policy framework, aligning with the institutional Teaching-Learning Policy, Assessment Policy, and relevant strategic guidelines. The TLA Committee ensures the effective implementation, monitoring, and enhancement of teaching, learning, and assessment practices within the faculty.

PURPOSE

2. The Committee is tasked with overseeing, guiding, and enhancing the quality and effectiveness of teaching, learning, and assessment across all undergraduate and postgraduate programmes within the Faculty of Military Science.

COMPOSITION OF THE COMMITTEE

3. The Faculty of Military Science (FMS) Teaching, Learning, and Assessment (TLA) Committee consists of the following core members:

- a. Chairperson: Vice-Dean for Teaching, Learning, and Research
- b. Vice-Chairperson
- c. Secretary

- d. One representative from each academic school within the Faculty
- e. Head of Part-Time Studies
- f. Representative from the Faculty Ethics Committee (ad hoc member)
- g. Psychologist or student affairs representative (ad hoc member)
- h. One representative from the Programme Coordinators Working Group (PCWG), comprising all undergraduate and postgraduate programme coordinators
- i. One representative from the College Coordinators Working Group (CCWG), comprising the following three coordinators:
 - i. Defence College
 - ii. War College
 - iii. SA Army College

4. Members are appointed for a term of three years and may continue serving until formal resignation or replacement occurs.

5. In addition to the core members, the Committee may, at its discretion, approve the permanent inclusion of additional Faculty members whose roles or expertise are deemed essential to advancing the TLA mandate of the Faculty. These individuals, once approved, serve as full voting members. The total membership of the TLA Committee shall not exceed 18 members at any given time.

6. Members are appointed for a term of three years, automatically renewable until formal resignation or replacement occurs.

APPOINTMENT OF MEMBERS

7. The appointment, nomination, and election of members to the Faculty of Military Science Teaching, Learning, and Assessment (TLA) Committee are governed by the following principles to ensure inclusive representation, continuity, and alignment with SU's governance standards:

8. Appointment and Nomination Process

- a. The Vice-Dean for Teaching, Learning, and Research serves as the Chairperson of the TLA Committee by virtue of their position.

- b. The Vice-Chairperson and Secretary are nominated and appointed from among the existing Committee members.
- c. Each school within the Faculty nominates a representative to serve on the TLA Committee; nominations are approved by the Faculty Board.
- d. The Programme Coordinators Working Group, comprising the College Coordinators for the Defence College, War College, and SA Army College, nominates one representative to the TLA Committee.
- e. Ad hoc members, such as the Faculty Ethics Committee representative and a psychologist or student affairs representative, are appointed based on their relevant expertise and at the discretion of the TLA Committee.
- f. College Coordinators are appointed directly by their respective colleges.

9. Term of Service and Election Procedures

- a. An appointed Chair, Vice-Chair, and Secretary may be reselected for additional terms of service until they voluntarily resign or a suitable candidate is elected to succeed them. The election procedure for the Chair is as follows:
- b. When the Chair position becomes vacant (due to resignation or expiry of term), the sitting Chair will issue a Call for Nominations for the position to all Faculty members.
- c. If only one nomination is received, the sitting Chair will present the nomination at the next TLA Committee meeting for consideration and ratification.
- d. If multiple nominations are received, a vote will be conducted at the next scheduled TLA Committee meeting.
- e. The elected nominee's name will be submitted to the Faculty Executive Committee (EXCOM) and Faculty Board for final approval.

10. Members wishing to serve on the TLA Committee must submit their interest in writing (letter or email) to the TLA Chair. These requests will be considered at the next scheduled meeting. Any TLA Committee member may resign at any time by submitting a written resignation to the Chairperson, copying the Dean for informational purposes. Resignations take immediate effect upon receipt.

FUNCTIONS AND RESPONSIBILITIES

11. The FMS TLA Committee has an overarching mandate to enhance and regulate all aspects of teaching, learning, and assessment within the Faculty, ensuring alignment with Stellenbosch University's policies, strategies, and ethical frameworks. Its specific responsibilities are as follows:

- a. Policy Implementation. The Committee implements and monitors Stellenbosch University's institutional policies, strategies, and guidelines related to teaching, learning, assessment, and ethical academic practices.
- b. Adherence to Assessment Principles. The Committee ensures that all teaching-learning-assessment practices within the Faculty adhere to principles of validity, authenticity, reliability, fairness, transparency, educational impact, and inclusivity, as outlined in the SU Assessment Policy.
- c. Curriculum Renewal and Evaluation. The Committee promotes and facilitates continuous academic renewal by overseeing the regular review, redesign, and evaluation of programmes and modules to ensure relevance, academic rigour, and alignment with national and institutional quality standards.
- d. Academic Professional Development. The Committee actively supports the professional development of academic staff in their teaching, learning, and assessment roles, including matters related to the integration of emerging technologies such as AI
- e. Advisory Role. The Committee advises the Faculty Board on matters relating to innovations, improvements, and strategic changes in teaching, learning, and assessment practices, including the development of new modes of delivery, transformative learning initiatives, and student success strategies.
- f. Programme Alignment with Graduate Attributes. The Committee monitors and evaluates the alignment of all academic offerings with SU's graduate attributes, ensuring that programmes foster the development of dynamic professionals, enquiring learners, engaged citizens, caring individuals, and digital knowers.
- g. Ethical Oversight. The Committee collaborates with the Faculty Ethics Committee to oversee and promote ethical standards in all teaching, learning, and assessment activities, ensuring compliance with institutional ethics policies, particularly regarding responsible AI use and academic integrity.
- h. Student-Centred Dialogue and Support. The Committee provides a formal platform for dialogue on student-related teaching and learning matters, with input from a psychologist or student affairs representative, ensuring student wellbeing is considered within the teaching-learning environment.

- i. College-Related TLA Matters. The Committee handles and discusses college-specific teaching, learning, and assessment matters, in collaboration with the Defence College, War College, and SA Army College coordinators, ensuring consistency and quality across military academic programmes.
- j. Promotion of Innovative and Inclusive Practices. The Committee encourages the adoption of innovative, inclusive, and context-specific pedagogical approaches, ensuring that all modes of provision (including hybrid, blended, and fully online learning) remain accessible, transformative, and future-focused.
- k. Oversight of Internal and External Moderation. The Committee supports the quality assurance of assessment by promoting adherence to Stellenbosch University's Regulation for Internal and External Moderation, ensuring fair and credible moderation processes.
- l. Promotion of Transparency in AI Use in TLA. The Committee ensures that guidelines for the ethical and transparent use of artificial intelligence (AI) tools in teaching, learning, and assessment are consistently communicated to staff and students.
- m. Support for Academic Integrity and Student Grievances. The Committee fosters academic integrity by promoting awareness of procedures related to academic queries, complaints, and grievances, ensuring fair processes and student rights are upheld.

WORKING GROUPS

12. In support of the Faculty's teaching, learning, and assessment activities, three dedicated Working Groups operate alongside the TLA Committee. Each Working Group is responsible for operational and programme-specific matters and reports formally to the TLA Committee through an appointed representative.

- a. Programme Coordinators Working Group (PCWG): The FMS Programme Coordinators Working Group consists of all programme coordinators responsible for undergraduate and postgraduate programmes within the Faculty of Military Science. The responsibilities of this Working Group are as follows:
 - i. Operational Management and Programme Oversight. The Group manages the operational aspects of programme-specific teaching, learning, and assessment practices, ensuring alignment with Faculty and Stellenbosch University standards.
 - ii. Curriculum and Assessment Coordination. Members collaborate to ensure continuous academic renewal, strategic curriculum development, and the consistent application of assessment policies across programmes.

- iii. Independent Meetings. The Group convenes its own meetings independently of the TLA Committee and meets at regular intervals, ensuring that at least one meeting is held prior to each scheduled TLA Committee meeting to facilitate timely reporting.
 - iv. Reporting to the TLA Committee. The Working Group nominates one representative from among its members to serve on the TLA Committee. This representative is responsible for reporting on programme-related developments, challenges, and strategic initiatives discussed within the Working Group.
- b. College Coordinators Working Group (CCWG). The College Coordinators Working Group consists of the designated academic coordinators for the following colleges: Defence College, War College, and SA Army College. The responsibilities of this Working Group are as follows:
- i. Coordination of College-specific TLA Matters. The Group addresses all teaching, learning, and assessment matters specific to their respective colleges, ensuring that academic programmes delivered to college cohorts meet institutional and faculty standards.
 - ii. Operational Alignment and Quality Assurance. The Group ensures that college programmes are responsive to both military operational requirements and the academic benchmarks set by Stellenbosch University.
 - v. Independent Meetings. The Group convenes its own meetings independently of the TLA Committee and meets at regular intervals, ensuring that at least one meeting is held prior to each scheduled TLA Committee meeting to facilitate timely reporting.
 - iii. Reporting to the TLA Committee. The Working Group nominates one representative from among its members to serve on the TLA Committee. This representative is responsible for communicating college-specific academic matters to the TLA Committee and ensuring that feedback and decisions are relayed back to the College Coordinators Working Group.

13. In addition to the above-mentioned permanent working groups the chair of the FMS TLA committee may co-opted to establish Special Interest Working Groups (SIWGs) as the need arises. The purpose of the SIWGs is to capacitate the TLA committee to delegate members of FMS on a temporary or semi-permanent basis, under the leadership of a delegated member of the TLA committee, to perform detailed work on topics of interest to the TLA committee and to report back to the chair of the TLA committee. A Temporary SIWG (Temp-SIWG) is formed to produce a specific output and is then disbanded once the output has been presented and been accepted as completed by the Chair of the TLA committee. A Semi-Permanent SIWG (SP-SIWG) acts like a Temp-SIWG but does not disband until it has served its purpose. The operation of the SIWGs are follows:

- a. Temp-SIWG. To perform a specific task for a pre-determined period on behalf of the TLA committee. The Chair will authorize a TLA committee member or coopt a member of FMS to the TLA committee (by virtue of their expertise in the task at hand), to lead a group of FMS members to perform a deep dive on a specific topic that is relevant to the charter of the TLA committee. The delegated leader of the Temp-SIWG will report back to the Chair in writing, and present to the TLA committee directly, on the outcome of the Temp-SIWG output. Extensions on the period necessary to conduct this work can be entertained, but once the Temp-SIWG submits its final report it is automatically disbanded.
- b. SP-SIWG. Operate like Temp-SIWGs, expect they are not automatically disbanded. A SP-SIWG can be disbanded by the Chair of the TLA committee if insufficient progress is made or if the quality of the output is below expectation. A new SP-SIWG will be formed to continue this work if it is still required. If there is an overlap in the focus of the SP-SIWG and another existing FMS committee (e.g., roster, ethics, etc.) then this task should be delegated to that FMS committee. A member of the TLA committee, or the Chair of the existing FMS committee will serve as the SP-SIWG leader as deemed fit by the Chair of the TLA committee.

MEETINGS

14. The FMS TLA Committee convenes quarterly, scheduled at least one week prior to each Faculty Board meeting, typically in February, May, August, and November. These quarterly meetings serve as the primary platform for addressing Faculty-wide teaching, learning, and assessment matters and for consolidating reports received from the relevant Working Groups and College Coordinators.

15. In addition to the quarterly meetings, monthly ad hoc meetings are scheduled to address operational issues, programme developments, and any time-sensitive TLA-related matters that arise between the formal quarterly sessions. Extraordinary meetings may also be convened by the Chairperson as necessary.

16. A quorum for all meetings consists of 50% of the appointed members plus one. Decisions are made by consensus wherever possible; where consensus cannot be reached, decisions are made by a majority vote. In the case of a tie, the Chairperson holds the casting vote.

17. The TLA Committee Secretary is responsible for compiling the agendas and minutes of meetings. Agendas and relevant supporting documents must be made available to Committee members at least three working days prior to a scheduled meeting via the designated shared folder or communication platform. The standard meeting procedures of the Faculty of Military Science apply.

FINANCE

18. The TLA Committee receives an annual operational allocation of approximately R235,000 from the central Faculty of Military Science budget, as determined by the Dean and managed under SUNFin Cost Centre 6006. This budget is administered by the TLA Chairperson in accordance with institutional financial

guidelines and in collaboration with the Faculty Director to ensure prudent and strategic use of funds. Funding is available to support the following categories:

Learning & Teaching	Cost Centre # = 6006	
National Benchmark tests	>0601	Project #'s
School Evaluations	>0602	
Learning & Teaching mobility	>0603	
Learning & Teaching development	>0604	
Undergraduate reading and writing course	>0605	

19. The FMS TLA Committee Budget allocations are reviewed and communicated during the first TLA Committee meeting of each calendar year.

20. Funding Support and Eligibility. Funding support will be considered on a case-by-case basis in accordance with the strategic priorities of the Faculty and SU's TLA policies. All academic and academic support staff members affiliated with the Faculty may apply for TLA-related funding, subject to the availability of funds and the merit of the request. Applications for support may include, but are not limited to:

- Attendance or participation in mobility or exchange opportunities related to TLA;
- Hosting or participating in school evaluations or curriculum/programme reviews;
- Capacity development initiatives for academic staff focused on TLA enhancement;
- Resource development for undergraduate literacy and foundational skills.

21. Funding Application Process. Applications for TLA-related financial support may be submitted on a rolling basis throughout the year, using the designated TLA Financial Service Request Form, hosted on Microsoft Forms (available on the FMS website). The process is as follows

- Submission and Format. Applicants may submit funding requests at any time by completing the official TLA Financial Service Request Form (Microsoft Forms). Applications must include all supporting documentation such as motivation letters, event or project outlines, cost breakdowns, and evidence of alignment with TLA priorities or Faculty strategic goals.
- Ad Hoc Evaluation. Upon receipt, the Chairperson of the TLA Committee will circulate the application to committee members for consideration via email or an agreed platform. This

process occurs on an ad hoc basis and is not limited to scheduled committee meetings. Members will be given a specified timeframe to review and approve or decline the request.

- c. Decision and Communication. Funding decisions are made by consensus of the TLA Committee. The outcome will be communicated directly to the applicant via email, and the relevant documentation will be forwarded to the Faculty Financial Office.
- d. Ratification and Record-Keeping. All approved funding applications will be formally ratified at the next scheduled TLA Committee meeting. For transparency and accountability, details of each funding decision will be captured in the meeting minutes.
- e. Calls for Financial Support. In addition to the rolling application process, the TLA Committee may issue a formal Call for TLA Financial Support (TLA CFS) four times annually (February, May, August, and November) to prompt submissions and ensure budget utilisation across the academic year.
- f. Post-Approval Responsibility. Once a request is approved, the applicant is responsible for processing the funding through the SUNFin system (if required) and ensuring the completion of all reconciliation procedures. If applicable, the applicant must also liaise directly with the Mrs C. Paul (Office of the Dean) to initiate the creation of purchase orders (POs) and to finalise any associated payments.

22. Financial Management and Transparency. Funds are managed in consultation with the Faculty Director and must remain within the allocated threshold for each financial year. Any unused funds in one funding cycle may be rolled over to the next, subject to financial policy and Dean's approval. All allocations and expenditures are tracked and reported to the TLA Committee and Faculty Executive Committee (ExCom).

REPORTING STRUCTURE

23. The Vice-Dean for Teaching, Learning, and Research, in their capacity as Chairperson of the TLA Committee, is responsible for reporting on all Teaching, Learning, and Assessment (TLA) matters to the Faculty ExCom for consideration and endorsement. Following ExCom's review, all matters are submitted to the Faculty Board (FB) for formal approval. The TLA Committee provides regular updates and reports to the Faculty Board on the following areas:

- a. Outcomes and key initiatives related to teaching, learning, and assessment within the Faculty.
- b. Compliance with Stellenbosch University's institutional TLA policies, strategies, and governance frameworks.

- c. Recommendations for strategic improvements and innovations in teaching, learning, assessment practices, and curriculum renewal.

REVIEW OF TERMS OF REFERENCE

24. The Terms of Reference shall be reviewed every two years or sooner if significant institutional changes occur. Amendments shall be approved by the Faculty Board.

REFERENCES AND POLICY ALIGNMENTS

25. The operations of the TLA Committee are guided by:

- d. Stellenbosch University Teaching-Learning Policy (2025)
- e. Stellenbosch University Assessment Policy (2021)
- f. Stellenbosch University Teaching and Learning Strategy (2017–2021, under review)
- g. SU Assessment terminology guidelines (2023)
- h. Applicable assessment rules and regulations from the SU General Calendar Part 1
- i. FMS Assessment rules and regulations from the Military Science Yearbook Part 13

26. This Terms of Reference document serves to clarify roles, responsibilities, and operational guidelines to foster a cohesive, inclusive, and effective teaching, learning, and assessment environment within the Faculty of Military Science.