



Academic Literacy Advisory Group

Terms of Reference

1. Purpose

To provide advice and institutional oversight for Western Sydney University's academic literacy initiatives. The Advisory Group will create and maintain a forum for communication and interaction between stakeholders. It will ensure that the development, ongoing review, and improvement of academic literacy initiatives are aligned with the University's strategic directions, including the *Education Futures Strategy 2023-2026*.

2. Responsibilities

- a. Oversee the implementation of the Academic Literacy Strategy actions to deliver a streamlined ecosystem of mutually reinforcing academic skills initiatives.
- b. Evaluate academic literacy initiatives by using internal tracking and outcomes measures to ensure that continuous improvement is informed by student experience and outcomes.
- c. Develop recommendations that address challenges in design and delivery of academic literacy support programs.
- d. Monitor and review emerging technologies, platforms, and program approaches in academic literacy support programs
- e. Develop recommendations on continuance and renewal of initiatives, including programs delivered by external providers.
- f. Support and promote research and scholarship on academic literacy.
- g. Conduct an annual review of the Academic Literacy Strategy (including review of definition, references, and alignment of definition with scope of support initiatives program)
- h. Report to Senate Education Committee on activity plans, progress and future developments as required.

3. Membership

- Executive Director, Library Services (Chair)
- Member of Education Committee (Deputy Chair)
- Senior Lecturer (Academic Lead, MESH)
- Director, Student Retention & Success
- Executive Director, Academic Studies, The College
- Academic Services Manager, Library
- Academic Literacy Coordinator, Library
- Three School Associate Deans Learning and Teaching
- Academic staff member with linguistics expertise
- Undergraduate Student Representative
- Postgraduate Student Representative
- HDR Student representative
- Graduate Research School representative
- Director of Indigenous Learning and Teaching



- PCAL representative

Other members as required, for example on a project basis

- Pro Vice-Chancellor, Educational Partnerships and Quality
- Director, Future Student Engagement
- Academic Integrity Working Party, Chair
- School Directors of Academic Program

4. Meeting Frequency

The Academic Literacy Advisory Group will meet six times per year, as required. E-meetings may be scheduled at the discretion of the Chair to consider urgent matters.

5. Meeting Operations

The agenda will be set by the Advisory Group Chair.

Meeting support to prepare and distribute the agenda, meeting papers, and minutes will be provided by the Administrative Officer, Library Executive.

The Terms of Reference will be reviewed annually.

Approved at Academic Literacy Advisory Group (ALAG) meeting on 27 November 2023