

From: Cheryl James
To: [Cheryl James](#)
Subject: Invitation to participate in a survey
Date: Monday, 26 August 2019 12:20:25 PM

<p>Dear Cheryl, The Terms of Reference for University Committees outlines that all committees should go through a process of self-assessment at least once per year. During the recent Committees review it was determined that this process has not been undertaken for quite some time. As such, a brief survey has been created for you as members of the Teaching and Learning Committee to carry out an assessment to ensure that the committee functions efficiently and effectively.</p>

<p>Could you please follow the link below and complete this survey by 15th September 2019 at the very latest.</p>

<p>This item will be added to the Agenda for the next scheduled meeting after the closing date of the survey, and will be discussed to ensure that all members can review the outcomes from the survey and fulfill the requirements as outlined in the Terms of Reference.</p>

<p>The survey is titled: "FEDUA Teaching and Learning Committee Effectiveness Evaluation Survey"</p>

<p>"This survey is to evaluate the effectiveness of the FEDUA Teaching and Learning Committee"</p>

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<p>Kind regards,</p>

<p>Cheryl James</p>

<p>(Cheryl.James@newcastle.edu.au)</p>

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<p>Click here to do the survey; <http://limesurvey.newcastle.edu.au/index.php/993356?token=WcwmD&lang=en></p>