**MEMBERSHIP AND TERMS OF REFERENCE FOR COLLEGE LEARNING AND TEACHING COMMITTEES**

**COLLEGE LEARNING AND TEACHING COMMITTEES: MEMBERSHIP**

**(NOTE: ITEMS IN ITALICS DEFINED BY ORDINANCES)**

*Chaired by the Associate Dean Education, whose membership shall include at least two elected representatives of the teaching staff and at least one elected student member.*

1. Chair: Associate Dean Education;

2. A Vice Chair, to be nominated from the membership;

3. Academic members, to be approved by the Executive Dean, sufficient to ensure appropriate representation of the Schools, partner organisations and subject groups contributing to the taught provision of the College;

4. College Quality Officer;

5. Non-academic members, to be approved by the Executive Dean, shall include representatives of administrative and technical departments, as appropriate;

6. Elected student representative/s;

7. There shall be a Secretary to take minutes;

8. Other staff, students or representatives of partner organisations may be invited to attend as required.

A minimum of 1/3 of the membership to be in attendance at any meeting in order for the meeting to be considered quorate

**COLLEGE LEARNING AND TEACHING COMMITTEES: TERMS OF REFERENCE**

**(NOTE: ITEMS IN ITALICS DEFINED BY ORDINANCES)**

Colleges may delegate some areas to sub-committees but should ensure that these terms of reference are fully encompassed by the work of such groups.

At the first meeting of each academic year the Committee shall receive the Membership and Terms of Reference for review.

1. *To monitor and maintain appropriate academic standards, and to monitor and endeavour to enhance the quality of the College’s taught programmes and the student learning experience, including its collaborative provision, as specified in the University’s quality framework.*

This includes:

* Deciding the College Learning and Teaching Strategy to ensure alignment with University Learning and Teaching Strategy;
* Oversight of the management, monitoring and development of the College’s portfolio of taught programmes, including collaborative arrangements;
* Encouraging academic and professional development, fostering innovation and improvement and promoting good practice in teaching, learning and assessment;
* Dissemination of good practice (to be a standing item on College LTC agendas and College LTC members to disseminate recommendations for good practice within their own areas);
* A ‘what’s new’ item for members to share ideas for new programmes at an early stage;
* Oversight of programme and module approval, modification and withdrawal (or of any sub-group delegated to deal with these matters) and ensuring that:
	+ the effect on any shared provision, such as with other programmes, Schools or collaborative partners (for example, articulation or progression arrangements), has been fully considered;
	+ all module leaders and programme directors have been consulted;
* Oversight of QAA subject benchmarks and ensuring that they are considered by Programme Committees;
* Responding to College level issues raised through student feedback and student satisfaction surveys;
* Oversight of PSRB and other external reports and responses;
* Oversight of programme level annual review (including the schedule of forthcoming reviews) and the production of a College level report (an Annual Review progress check should be a standing item at College LTC meetings);
* Ensuring that collaborative arrangements have been taken into account and reported on during the annual review process, including revisiting of financial viability and risk assessment;
* Oversight of periodic review reports and responses;
* Oversight of interim review reports on collaborative provision and responses;
* Oversight of external examiners’ reports and responses, ensuring that discussion of responses with student representatives has taken place;

2. *To recommend for appointment by the Senate the internal and external examiners for programmes of study within the College* and to approve the membership of Examination Boards;

3. *To recommend to the Senate the institution, acceptance and award of Fellowships, Scholarships, Studentships and Bursaries, Prizes and other such aids to study and research;*

4. To receive reports on and to monitor waivers of regulations relating to taught programmes;

5. *To report to the College Management Team and University Learning and Teaching Committee;*

6. To receive and discuss reports and items for consideration from University Learning and Teaching Committee, Senior Management Team and other relevant committees;

7. To consider items, recommendations and minutes of: College Quality Committee, Curriculum Development Committee, Programme Committees, SSCS, Industrial Advisory Groups, Partner Steering Groups and Collaborative Programme Committees and other groups as necessary;

8. To consider/oversee the provision of timely, accurate and consistent College and Programme level information to students, applicants and the public, including that issued by partner organisations.