# ASTON UNIVERSITY THE SENATE

**LEARNING AND TEACHING COMMITTEE (LTC) TERMS OF REFERENCE AND MEMBERSHIP**

# TERMS OF REFERENCE

1. To develop, enable and evaluate the implementation of the University strategy for Learning and Teaching, ensuring that the College Learning and Teaching Strategies are consistent with this strategy, and that all Learning and Teaching strategies support the University’s over-arching strategy.
2. To enable and evaluate the work of Colleges and central departments in identifying, promoting and disseminating effective practice and innovation in programme design and delivery, and in teaching, feedback and assessment methodologies, which both support the needs of an increasingly diverse student population and which are responsive to the changing needs of the external world and the workplace. This includes provision of opportunities for all students to enhance their employability.
3. To consider and make recommendations on the enhancement of the quality and standards of taught programmes and of the student learning experience, ensuring that deliberate steps are taken to identify and use examples of good practice and the outcomes of all quality processes for enhancement purpose.
4. On behalf of the Senate, delegated authority to approve policy and process in the following areas:
   * The approval, modification and withdrawal of taught programmes
   * The approval, monitoring and review of collaborative activity
   * the Monitoring and Review of taught programmes;
   * the Periodic Review of taught programmes, considering and approving reports and responses to these reviews;
   * the academic regulatory framework for taught students considering and approving all relevant regulations in this area
   * the framework for External Examiners;

(the Graduate School Management Committee having oversight of research degree programmes),

and, with the approval of the Senate (M17/21), to delegate the following to LTC sub- groups:

* + the introduction of new taught programmes of study and programme; modification and withdrawal, to the Programme Approval Steering Committee;
  + the policy for collaborative activity, to the Collaborative Provision Strategy Group.

In all the above areas to identify developmental issues and recommend potential changes and enhancement to policy to the Senate, and to ensure that regulations, policies and practices comply with the University Ethics Framework.

LTC will make an annual report to Senate on these approvals and Senate will periodically review the effectiveness of the processes involved.

1. To review, at least annually, the work of the LTC sub-committee and sub-groups, ensuring that reporting lines to and from the sub-groupsand the Senate remain appropriate and efficient.
2. The minutes of each meeting of the LTC will be forwarded to the Senate.

# SUB-COMMITTEES AND GROUPS REPORTING TO LEARNING AND TEACHING COMMITTEE (SUBJECT TO ANNUAL REVIEW):

College Learning and Teaching Committees and relevant sub-groups Collaborative Provision Strategy Group (CPSG)

Programme Approval Steering Committee (PASC) Regulation Sub-Committee (RSC)

Learning Technologies Management Group (LTMG)

# MEMBERSHIP

The membership of LTC will comprise:

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| PVC Education | Chair |
| Associate Dean Education | 1 per College |
| Member of College LTC (to be nominated by Executive Dean/Deputy Dean) | 1 per College (in addition to AD Education) |
| Academic Representative (to be nominated by Executive Dean/Deputy Dean) | 1 per College (at Programme Director level) |
| Co-Chair of PASC |  |
| Chair of CPSG |  |
| Secretary to PASC and CPSG |  |
| Chair of RSC |  |
| Secretary to RSC |  |
| Director of Academic Quality | Secretary |
| Director of Student and Academic Services |  |
| Careers and Placements/Employability Lead |  |
| Director of Library Services |  |
| HR Representative |  |
| Head of CELCA |  |
| Head of Learning Development Centre |  |
| Education Team and TEL representative |  |
| Director of Digital Services or nominee |  |
| Director of Estates or nominee |  |
| VP Education |  |

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| --- | --- |
| Student Representatives x2 | 1 UG representative  1 PGT representative |

# Co-opted members

The Committee may co-opt additional members.

# TERMS OF ENGAGEMENT

The membership of LTC is expected to provide oral or written reports as requested, and to follow up on action points addressed to them or the groups they represent. Where a member of LTC is unable to attend an LTC meeting they should arrange for a colleague working in a similar area to attend in their place. Members of LTC are responsible for disseminating information to their constituencies.

Education Team/YH/November2020