

FACULTY/SCHOOL LEARNING, TEACHING AND QUALITY COMMITTEE

The Faculty/School Learning Teaching and Quality Committee is responsible to the Board of Studies for all matters relating to undergraduate and postgraduate learning, teaching and quality assurance in the Faculty/School.

Membership - Faculty

Associate Dean (Learning & Teaching) (Chair) *ex officio*

Associate Dean (Graduate Studies) *ex officio*

One representative from each Department nominated by the Head of Department*

One member from the Learning and Teaching Enhancement Office, to be nominated by the Director of Learning and Teaching Enhancement

Head of Learning Partnerships Office or nominee

Two undergraduate students elected by and from the undergraduate student members of the Faculty

One postgraduate taught student elected by and from the postgraduate taught student members of the faculty

One Students' Union Officer nominated by the Students' Union *ex-officio*

**This will include a representative of Natural Sciences in the case of the Faculty of Science.*

At least one member of staff on the Committee should have significant experience of the issues associated with placements or year abroad. Where necessary, an additional member may be co-opted to fulfil this requirement.

In attendance:

The list of those who may routinely attend meetings of the Committee is subject to approval by the Chair.

Membership - School

Head of Learning, Teaching and Quality (Chair) *ex officio*

Associate Dean (Postgraduate Taught) *ex officio*

Associate Dean (Undergraduate) *ex officio*

Student Experience Officer *ex officio*

Three representatives of current Director of Studies - one for an undergraduate programme, one for a postgraduate taught programme, one of a research programme with taught elements - nominated by the Dean and Head of School

One member from the Learning and Teaching Enhancement Office, to be nominated by the Director of Learning and Teaching Enhancement

Head of Learning Partnerships Office or nominee

Two undergraduate students elected by and from the undergraduate student members of the School

One postgraduate taught student elected by and from the postgraduate taught student members of the School

One Students' Union Officer nominated by the Students' Union *ex-officio*

At least one member of staff on the Committee should have significant experience of the issues associated with placements or year abroad. Where necessary, an additional member may be co-opted to fulfil this requirement.

In attendance:

The list of those who may routinely attend meetings of the Committee is subject to approval by the Chair.

Terms of Reference

The Faculty/School Learning, Teaching and Quality Committee will be responsible to the Board of Studies for the academic standards and quality of the undergraduate and taught postgraduate provision of the Faculty/School through:

- (1) implementation, monitoring and promotion of good practice and innovation in relation to the enhancement of the quality of learning and teaching in the Faculty/School, including oversight of e-education initiatives;
- (2) promotion of continuing dialogue between staff and students in the development and enhancement of the student learning experience, including the identification and implementation of effective student engagement practice;
- (3) consideration of key draft documentation for full programme proposals prior to consideration of full documentation by the Programmes and Partnerships Approval Committee, including their academic content and coherence, academic standards and quality, relationships with existing provision, and conformity with the University's academic framework and Quality Assurance Code of Practice;
- (4) consideration of proposed collaborative provision, other than in relation to research degree provision, including Institutional Agreements and Exchange Partners, for recommendation to the Programmes and Partnerships Approval Committee;
- (5) consideration and approval of the renewal of department level arrangements with exchange partners;
- (6) consideration and approval of Degree Scheme Review outcomes and action plans and determination of the process for monitoring implementation of each action plan in line with expectations set out in the Quality Assurance Code of Practice, apart from those relating to the School of Management where the relevant Learning, Teaching and Quality Committee will advise the Programmes and Partnerships Approval Committee which will give final consideration and approval;
- (7) consideration of proposed amendments to units, programmes and schemes of assessment, including approval of minor/intermediate amendments to programmes of study and units where authority has been delegated by the Board of Studies, and recommendation of major amendments to programmes of study and units to the Programmes and Partnerships Approval Committee;
- (8) consideration of professional accreditation submissions and for recommendation to the Programmes and Partnerships Approval Committee;
- (9) systematic analysis of recruitment, admissions and retention statistics in the context of national trends and any Faculty/School-specific educational objectives;
- (10) receiving and considering of overview reports and data in relation to academic standards, student progression and achievement and key aspects of the student learning experience (including annual monitoring reports for programmes, External Examiners' reports, accreditation reports and student feedback) taking action as may be required;
- (11) consideration and approval of an annual quality report for submission to the University Learning, Teaching and Quality Committee;

- (12) formulation of Faculty/School responses to internal and external consultation papers relating to quality assurance, learning and teaching and widening participation;
- (13) implementation of relevant QA procedures and the promulgation of good practice across the Faculty/School;
- (14) recommendation of delegation of authority by the Board of Studies to appropriate subject-level fora to approve minor and intermediate changes to units and monitoring the effectiveness of the subsequent exercise of this delegation on behalf of the Board of Studies;
- (15) effective interaction with departmental programmes committees or equivalent and collaborative partners.

Notes:

Membership:	The term of office for nominated members of the Committee is three years (renewable). The term of office for elected members of the Committee is one year (eligible for re-election). In the event that a nominated/elected member ceases to be eligible to serve, a replacement to serve for the remainder of their term of office will be nominated/elected (renewable/eligible for re-election).
Co-option:	At the discretion of the Committee. Co-option shall be for one year at a time and for a maximum period of three successive years; thereafter, a member shall not be eligible for co-option for a period of one year.
Alternates:	If an ex-officio member of the Committee is unable to attend a meeting, they may nominate an alternate to attend that meeting. If a nominated member of the Committee is unable to attend a meeting, an alternate may be nominated to attend that meeting.
Quorum:	One third of the membership of the Committee.
Rules for Voting:	None
Minutes:	Submitted to the Faculty/School Board of Studies and Learning, Teaching and Quality Committee.

Revised by Senate
wef 1st October 2012, 15th October 2014