College Learning & Teaching Committee
Terms of Reference 2017 - 2020

1. Purpose and Role

The College Learning & Teaching Committee (CLTC) is responsible for overseeing College learning and teaching matters for undergraduate and postgraduate taught programmes, and ensuring high quality student support and education provision.

CLTC’s area of responsibility excludes postgraduate research matters.

2. Remit

The remit of CLTC is to:

2.1 Formulate and drive forward policy and strategy relating to learning and teaching, in line with College and University strategic priorities for taught programmes.

2.2 Promote quality enhancement in learning and teaching across the College and, where possible, ensure consistency of practice across the College.

2.3 Develop aspects of the student experience that relate to learning, teaching and assessment.

2.4 Discuss matters referred on issues such as curricular development, regulations, student support or assessment and progression.

2.5 Consider and approve concessions for students on taught programmes, through its College Taught Programmes Concessions Sub-Committee.

2.6 Consider and approve progression for students returning from optional study abroad, through its College Optional Study Abroad Progression Board Sub-committee.

2.7 Discuss issues referred to them by the Senatus Learning and Teaching Committee (LTC), the Senatus Curriculum and Student Progression Committee (CSPC), Senate Quality Assurance or College Strategy and Management Committee (CSMC), as appropriate.

3. Governance

3.1 The Committee will act with authority, as delegated by the Head of College or University Regulations, in order to take decisions regarding College taught learning and teaching activities.

3.2 In taking forward its remit, the Committee will support and encourage innovation, diversity and variation where this is beneficial, whilst seeking consistency and common approaches, where these are in the best interests of staff and students.

3.3 The Committee will report to CSMC by way of copy of approved minutes and verbal reporting, as appropriate, by the Convener.

3.4 The Convener will report, as appropriate, to the Senate Committees of L&TC and CSPC.
3.5 The Committee will liaise with relevant College and School Committees and with specific managers and offices in respect of issues or instances where matters of learning and teaching intersect with management issues.

3.6 The following sub-committees will be established, with membership and delegated authority to make decisions as defined by Terms of Reference to be approved annually by the Committee:
   - College Taught Programme Concessions Subcommittee
   - College Optional Study Abroad Progression Board

3.7 Sub-committees and/or short life Working Groups will be established as required for the business of the Committee, with membership and delegated authority to make recommendations or decisions as defined by either Terms of Reference (to be approved annually by the Committee) or a clearly defined brief.

4 Operation

4.1 The Committee will meet monthly during the academic year (generally September to May), and may also interact or meet electronically, as is necessary for its business to be effectively progressed.

4.2 The Convener (or Deputy Convener in his/her absence) of the Committee may approve items by Convener’s Action between meetings, and will provide a report to the next Committee meeting of items approved by Convener’s Action. The Convener is advised on such decisions by the Secretariat of the Committee. Such advice draws on previous Committee decisions and University Academic Services, while ensuring the maintenance of academic standards and appropriate consistency of treatment of students.

4.3 Agenda, papers and approved minutes will be published on the College’s web pages in accordance with the University’s agreed publication scheme. This will include details of the membership of the Committee.

5 Membership

Membership of CL&TC will be:
   - Dean of Learning and Teaching (Convener)
   - Dean of Students (Deputy Convener)
   - Dean of Quality Assurance
   - Directors of Teaching for each School (or their nominated Deputies where Directors are unable to attend)

5.1 The College Head of Academic Affairs will attend as an advisor, with no voting rights, and the Academic Affairs Officer (Taught Governance QA) will attend as Secretary for the Committee, with no voting rights.

5.2 The Convener may invite individuals for specific meetings or agenda items.

5.3 Quorum for any meeting that requires decisions or consensus on matters impacting
the College or Schools, will be one College Dean and a majority of the School representatives.

6 Responsibilities and Expectations of Committee Members

6.1 Members are expected to be collegial and constructive in approach.

6.2 Members should attend regularly and participate fully in the work of the Committee and any of its task/working groups. This will involve looking ahead and consulting/gathering input in order to provide the broad spectrum of thoughts and opinions which are necessary for proper consideration of the area being discussed.

6.3 Members will need to take collective and individual ownership for the issues under the Committee’s remit and for the discussion and resolution of these issues. In taking ownership of the work of the Committee, members must take steps to ensure that they are empowered to take decisions on behalf of academic and managerial colleagues.

6.4 Members are expected to communicate the work of the Committee to their Schools or the area they are representing.

7. Document History

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<tr>
<th>Version and amendment summary</th>
<th>Date Approved</th>
<th>Approved By</th>
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<tbody>
<tr>
<td>1.0 – New format incorporating previously agreed remit and membership; adding Deputy Convener; Quorum; Governance; Operation and Responsibilities</td>
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<td>College Learning &amp; Teaching Committee</td>
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