

## **Teaching and Learning Enhancement Board**

**General Purpose:** To advise the PVC Teaching and Learning on revisions to the University Teaching and Learning Strategy, including proposal for infrastructure improvement and technology enabled teaching, learning and assessment.

### **Terms of reference:**

1. To advise the PVC Teaching and Learning on the overall strategy for teaching and learning at the University of Sussex to meet strategic objectives, particularly plans for student growth and internationalising and improving the student learning experience.
2. To identify and evaluate specific opportunities and systems for infrastructure modernisation and to advise on the business case for proposed initiatives.
3. To advise on the alignment of proposed IT developments supporting teaching and learning with other IT initiatives, particularly the adoption of new student-based systems.
4. To assist the PVC to prepare submissions for the VCEG and the Teaching and Learning Committee for consultation and approval as appropriate.

### **Membership:**

Clare Mackie  
Sharon Jones  
Dr Kevin Grant  
Katerina Deligiorgi  
Dr Liz Sommerville  
Professor Tom Healey  
Julia Darnell  
USSU Welfare Office  
USSU Education Officer

PVC Teaching and Learning  
Academic Registrar  
1 Director of Teaching and Learning Dr  
1 Director of Doctoral Studies  
1 Director for the Student Experience  
1 HoS  
Deputy Director of IT  
Ms Indi Wicks  
Ms Maria Di Silva.

## 10. Information Services Committee

Key Role: To oversee the information services strategy and ensure that it supports the University's mission and strategy. (Information Services in this context includes all library, telecommunications and University web services that support the University).

### (1) *Terms of Reference:*

- (a) to approve the University Information Strategy and to monitor its implementation;
- (b) to recommend University priorities for strategic investment in information services provision;
- (c) to approve strategic information services developments;
- (d) to identify the information needs of University policies and operational plans to ensure that they are supplied in a congruent and cost effective way;
- (e) to recommend to Capital Programme Committee the resources required for major University information-related initiatives in support of the University's overall strategy;
- (f) to be responsible for institutional strategy in relation to acquiring and deploying corporate information systems and to manage risks and monitor progress against the strategy;
- (g) to maintain oversight of the agreed combined information systems programme capital budget, and to manage variances within boundaries established by Capital Programme Committee;
- (h) to receive, commission and review business cases for information systems development projects and to recommend such cases to Capital Programme Committee and Finance and Investments Committee for funding;
- (i) to create, monitor and disband Information Systems Project Boards for major information systems projects, integration, maintenance and evolution;
- (j) to specify the project management approach and to oversee the management and operation of Information Systems Project Boards;
- (k) to make regular reports to Performance Committee;
- (l) to receive reports on the University's information services from user consultation groups.

### (2) *Composition*

A Pro-Vice-Chancellor appointed by the Vice-Chancellor (Chair); the other Pro-Vice-Chancellors; Four members of academic staff, of which at least two should be Heads of Schools; Registrar & Secretary; Director of IT Services; Librarian; One Elected Officer (Full-Time) of the Students' Union appointed by the President of the Students' Union (usually the Communications Officer); Director of Communications; another senior member of Professional Services staff nominated by the Registrar & Secretary; Up to two co-opted members to be appointed for one year.

*In attendance, when required:* Director of Estates and Facilities Management or nominee (in relation to telecommunication issues); Assistant Director of IT.

(3) *Reports to:* (a) Performance Committee for matters of performance and strategy; (b) to Capital Programme Committee (as part of (e) above) for large-scale project approvals and monitoring. .

## 11. Capital Programme Committee

Key Role: To direct the development, enhancement and maintenance of the University's buildings, environment, physical infrastructure and services, and to oversee other capital investment commitments, including IT.

### (1) *Terms of Reference:*

- (a) to consider, develop and review all policy and strategy for the development and management of the University's physical resources, including development of the Estates Strategy, infrastructure aspects of the Information Services Strategy, the Energy and Environment Strategy and the Campus Master Plan;
- (b) to approve, within financial limits agreed by Council, capital projects;
- (c) to monitor projects against the University Capital Governance Framework;
- (d) to receive reports from Project Boards on projects for the development, construction or major adaptation of University buildings, services or other physical or services resources of the University with reference, in particular, to the Teaching and Learning and Research and Enterprise strategies; to instigate and monitor action, as required. To act in a co-ordinating role for project Boards;
- (e) to receive reports from the Information Services Committee concerning the maintenance and upgrading of information services and to approve/recommend as appropriate resources required for information services projects (in association with the Director of IT Services and the Librarian);
- (f) to approve the Long-Term Maintenance programme by developing (in association with the Director of Estates and Facilities Management and the Director of Residential, Sport and Trading Services) a co-ordinated programme for the maintenance and planned replacement of the University physical resources, and to oversee its implementation on behalf of Council;
- (h) to advise Finance and Investments Committee of financial implications and seek approvals where required by financial regulations;
- (i) to make regular reports to Performance Committee.

The Committee may delegate to its Chair or any member of staff, for the purposes of implementing policy, powers and functions which it is itself competent to perform.

### (2) *Composition:*

Vice-Chancellor (Chair); the Pro-Vice-Chancellors; Four members of staff, of which at least two should be Heads of Schools; Registrar & Secretary; Director of Finance (or nominee); Director of Estates and Facilities Management; One Elected Officer (Full-Time) of the Students' Union appointed by the President of the Students' Union (usually the President).

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*In attendance, when required:* Director of Residential, Sport and Trading Services; Director of IT Services; Librarian; other Officers or Heads of Units.

(3) *Reports to:* Performance Committee and to Finance and Investments Committee where required for Capital approvals.