

## Teaching and Learning Committee

**Key Role:** In order to meet the objectives set in the University's Academic Strategy, the Committee shall promote and monitor the University's Teaching and Learning Strategy, maintain academic standards and promote the excellence of teaching, learning and the student experience.

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

- (a) to develop the academic aims, educational objectives and academic policies of the University consistent with its corporate strategy, and to ensure the coherence of the academic portfolio;
- (b) to develop and monitor the implementation of the University's Teaching and Learning Strategy, including informing and monitoring the effective development of the teaching and learning environment; to approve School teaching and learning strategies and associated operational plans;
- (c) to approve the procedures for internal quality assurance procedures (programme approval, annual monitoring, periodic review and peer observation of teaching) and monitor their effectiveness; to progress any University-level issues arising;
- (d) to be responsible for the assurance of academic standards, including responsibility for academic principles and frameworks, and for setting the assessment policies and academic regulations of the University, with due regard to the requirements of relevant national and international frameworks and external agencies;
- (e) to determine the procedures for review of aggregate reports and assessments of quality in teaching and learning, and all aspects of student performance, relating to awards of the University from Schools; partner colleges and relevant support services or from Professional, Statutory or Regulatory Bodies (PSRBs) and other external agencies, and to ensure effective processes for the identification and implementation of action to improve the quality of teaching, learning and the student experience (including recommendations on the physical and virtual environment) taking into account national and international benchmarks;
- (f) to monitor and maintain the sustainability of the taught programme portfolio by receiving reports from Schools on changes to the existing portfolio (i.e. the suspension, withdrawal or change in title of a programme) and to address any University issues arising;
- (g) to approve recommendations from Schools on changes to programmes, and to receive reports from Schools on changes to courses;
- (h) to monitor and where appropriate recommend changes to policy and procedures in respect of student progress, including monitoring and evaluation of statistical data on student progression and achievement, in the context of policies and strategies for admissions, widening participation and equalities and diversities;
- (i) to direct the development and monitor the implementation of policies for academic and personal support for students, including the acquisition of broader learning and life skills to prepare students for future employment and citizenship;

(j) to approve the appointment of external examiners for all University awards and determine policy and procedures relating to such appointments; to consider analyses of external examiners' reports and determine action to be taken on University-wide issues;

(k) to approve the procedure for the recognition of affiliated institutions, and the procedure for the approval of programmes offered at those institutions and leading to an award of the University, and to make recommendations to Senate on the recognition of affiliated institutions;

(l) to oversee the operation of processes for considering mitigating evidence in the context of student assessment, including processes for determining individual cases that raise issues of case law, and monitoring the consistency of decision-making;

(m) to approve the policy and procedures for academic appeals and academic complaints and monitor their effectiveness;

(n) to approve procedures for the disbursement of such funds and resources as may be made available for the enhancement of the student experience and the recognition of teaching excellence;

(o) to consider reports and proposals from other committees, support services and consultative groups and to recommend appropriate responses.

For the purpose of expediting matters in which the Committee is competent to act under these terms of reference, to delegate powers and functions to its Chair or other members of staff.

*(2) Composition:*

Pro-Vice-Chancellor (Teaching and Learning) (Chair); Deputy Chair appointed by the Vice-Chancellor (Director of Academic Programmes); One representative of the Heads of Schools; Directors of Teaching and Learning; Librarian; Director of IT Services; Director of Student Services; Academic Registrar; Head of Academic Registry; One academic member of staff of BSMS nominated by the Dean of BSMS (Director of Teaching and Learning or equivalent); The Education Officer of the Students' Union; The Welfare Officer of the Students' Union; One postgraduate Taught Student Representative; three undergraduate Student Representatives (one from each cluster).

*In attendance:* Director of Teaching and Alumni Relations, IDS; Director of the Careers and Employability Centre; Head of Student Support Unit; Head of Teaching and Learning Development Unit; Head of Widening Participation; Head of the Partnership Office; Member of the USSU permanent staff; Senior Planning Officer.

*(3) Reports to:* Senate (reports will also be sent to Performance Committee when appropriate).