

Learning, Teaching and Student Experience Committee: Terms of Reference



Purpose

The Learning, Teaching and Student Experience Committee (LTSEC) is accountable to Academic Board and oversees the development, implementation and enhancement of the University's strategy and approach to learning, teaching, assessment and the student experience, and the maintenance of UWE's academic standards. LTSEC is also responsible for the institutional oversight of the University's access and participation strategy and plan.

In fulfilling this purpose, LTSEC delegates aspects of its work to and takes advice from the following committees:

- Strategic Partnerships Sub-Committee
- Employability and Enterprise Sub-Committee
- University Curriculum Panel
- University Validation Panels
- Programme Enhancement Review Panels.

LTSEC also receives reports from and has the authority to steer Faculty Boards and, through them, Faculty Academic Standards and Quality Committees, in relation to learning, teaching and the student experience.

Membership

DVC and Provost (Chair)

PVC Student Experience (Deputy Chair)

Associate Deans: Learning and Teaching (4; 1 per Faculty)

Director of Apprenticeships

Heads of Academic Department (on the nomination of the Executive Dean (4; 1 per Faculty)

Elected representatives of teaching staff from each Faculty (4; 1 per Faculty)

Head of Equality, Diversity and Inclusivity

Director of Student and Academic Services

Deputy Director of Student and Academic Services (Policy Development & Student Experience)

Director of Library, Careers and Inclusivity (or nominee)

Director of Graduate School

Chief Information Officer (or nominee)

Representative of Technician staff (1)

Two Students' Union elected officers, on the nomination of the Students' Union President, at least one of whom will be a full-time officer (normally be the Vice-President: Education)
Student representatives (4 UG, 2 PG)

In attendance

Committee Officer

The membership can also include members in attendance, these members do not have voting rights. The Chair has discretion to determine whether and how many post-holders or other individuals may attend a meeting in a non-voting capacity.

The membership can include up to two co-opted members with voting rights. Co-opted members are appointed by the Committee in consultation with the Chair.

Responsibility

The Committee is responsible for:

- Overseeing the development, implementation and enhancement of the University's strategy for learning, teaching and the student experience, including considering annual key performance indicators, agreeing appropriate action plans and referring significant change requirements to the Directorate for consideration;
- Developing and monitoring policies and practices for the enhancement of quality and standards in learning, teaching and assessment, including considering areas of good practice or concern identified through the operation of quality and standards procedures, student partnership mechanisms or by its Sub-Committees;
- Ensuring the student experience matches expectations set and is subject to continuous improvement;
- Overseeing curriculum development, including receiving and considering reports from:
 - Faculty Academic Standards and Quality Committees on low and medium impact curriculum changes, and
 - University Validation Panels (UVP), University Curriculum Panel (UCP)/ Programme Enhancement Review (PER) Panels and Professional Statutory and Regulatory Body (PSRB) Panels on high impact curriculum changes and new curriculum developments;
- Specifying the requirements for, and considering reports from Faculty Academic Standards and Quality Committees, the Strategic Partnerships Sub-Committee, and the Employability and Enterprise Sub-Committee, including the identification and monitoring of key performance indicators;
- institutional oversight of the University's access and participation strategy, and monitoring of the Access and Participation Plan;
- Monitoring the policies and practices of key external organisations and relevant regulatory bodies, ensuring that the University is alert to, and responds to, national and international developments in learning, teaching and the student experience;

- Advising on the operation of the University's professional services in order to ensure efficient and effective support for the implementation of learning, teaching and student experience strategies;
- Ensuring active consideration of equality, diversity and inclusion in the conduct of its business;
- Evaluating annually its own performance and that of its Sub-Committees to ensure academic governance arrangements are effective and enhance institutional performance;
- Ensuring any task-and-finish groups or special interest groups it creates can discharge their functions, having Terms of Reference with clear responsibilities and delegated authorities.

Accountability

LTSEC is accountable to Academic Board and reports to it on:

- Developments and progress with the implementation of the University's academic strategy for learning, teaching, assessment and the student experience;
- Progress and associated actions in relation to education and student key performance indicators and quality measures (such as NSS / PTES/ Graduate Outcomes);
- Progress in relation to the University's Access and Participation Plan;
- Proposals for new policies and frameworks within its area of competence;
- Proposals for changes to the academic governance structure within its area of competence, including the establishment or closure of Sub-Committees intended to support delivery of its terms of reference and changes to terms of reference, priorities and memberships;
- Any matters or priority areas referred to it for action by the Vice-Chancellor.

LTSEC provides an annual assurance report to Academic Board, through which it demonstrates how it has fulfilled its Terms of Reference and assesses its own effectiveness and that of its Sub-Committees.

Administration

LTSEC will normally meet five times a year. Meetings will be scheduled to enable LTSEC to fulfil its accountabilities to Academic Board, supporting timely updates on progress and new developments. The duration of meetings will be approximately three hours. The Quorum for meetings is one-third of members eligible to attend.

The term of office for elected members of LTSEC will not normally exceed 3 years and will be stated in the published Election Notice. All elected positions will be filled in accordance with the University's Elections Procedure.

Representative members who are nominated to represent a particular constituency (e.g. Head of Departments; faculty teaching staff Technicians) will be reviewed and confirmed annually.

Co-opted members will serve a maximum three-year term.

A committee officer will be identified to support the Chair in the effective and efficient conduct of the Committee's business.

Review

The Terms of Reference for LTSEC will be reviewed annually to ensure they are still relevant, decision-making structures are effective and LTSEC can effectively discharge its duties. As part of the review consideration should be given to how the Committee can improve and better integrate practices which support equality, diversity and inclusivity.