

## **LEARNING AND TEACHING COMMITTEE – TERMS OF REFERENCE**

### **Responsibility of the Committee**

The Learning and Teaching Committee is a sub-committee of Academic Board responsible for:

1. Developing for approval by Academic Board the Arden University Learning, Teaching and Assessment Strategy.
2. Implementing and ensuring the currency of the Arden University Learning and Teaching Strategy; Learning, Teaching and Assessment Strategy.
3. Advising Academic Board on the regulatory infrastructure as it relates to learning teaching and assessment.
4. Identifying staff development needs to enhance the quality of learning, teaching and assessment, academic guidance and learner support.
5. Promoting innovation in learning, teaching and assessment and the dissemination of good practice.
6. Monitoring the process by which learning material is developed and maintained.
7. Making recommendations to the Quality and Standards Committee in respect of the approval of minor changes to modules and programmes.
8. Making suggestions to SMT or any other operational boards based on decisions reached.

### **Composition**

- Chair (appointed by Chair of Academic Board from existing Academic Board members)
- Academic Programme Directors
- Director of Learning and Teaching
- Director of Academic Resources or nominee
- At least one Programme Leader from each subject area and delivery mode (minimum six in total)
- Two other members of academic staff appointed by Chair of Academic Board
- Registrar or nominee
- Head of Quality or nominee
- Director of Student Achievement or nominee
- Head of IT or nominee
- Elected student representative appointed from programme representatives

The Committee will appoint one of its members as Deputy Chair.

The Chair will be appointed for two years which may be renewed.

Co-opted staff members will be appointed for two years which may be renewed.

### **Frequency of Meetings**

Meetings will be held four times per year to coincide with Assessment Boards. Where decisions are required between meetings then the business will normally be transacted on line.

### **Quorum**

The quorum will be a minimum of six attendees.

**Last approved by Academic Board: 14th December 2017**