

TERMS OF REFERENCE FOR LEARNING AND TEACHING COMMITTEE

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DOCUMENT HISTORY

Version	Author	Approved by	Date
1.1	Learning and Teaching Committee	Senate	18.12.2020
1.2	Learning and Teaching Committee	Senate	31.12.2021
1.3	Learning and Teaching Committee	Senate	29.06.2022

The Learning and Teaching Committee Terms of Reference are valid for all programmes run at BUV. This includes both BUV own degrees and degrees from partner institutions.

1. Authority of the Committee

The Learning and Teaching Committee is a committee of the Senate, and will provide reports, recommendations and/or advice to the Senate.

2. Duties of the Committee

- a. To advise and report to the Senate on learning and teaching matters such as proposal of new programmes and modules, modification or withdrawal of programme and modules, and any other matters the Committee deems significant within its jurisdiction.
- b. To review learning and teaching goals and monitor their implementation against the University strategic and annual plans
- c. To develop and review learning and teaching related policy documents, monitor their implementation and evaluate the outcomes
- d. To monitor learning and teaching related technologies and their application, value and impact across the University, and make recommendations to the Senate and relevant decision-makers and/or committees to investigate and invest in new technologies that support high quality education
- e. To monitor institutional statistics and data analysis, statistical projections, modelling and relevant analysis related to learning and teaching matters and provide advice to the Senate
- f. To ensure that effective arrangements are in place to identify, support, disseminate and reward effective practices and innovation in learning, teaching and assessment
- g. To keep under review Regulations relating to the conduct of undergraduate and postgraduate taught programmes
- h. Deal with any other learning and teaching related matters referred to it by the Senate, the Vice Chancellor and President and Chief Academic Officer
- i. To oversee the programme monitoring and review of undergraduate and postgraduate programmes in conjunction with the Quality Assurance Committee.

3. Membership

The membership for meetings of the Committee shall comprise:

Appointed members:

- Dean (Chair)
- Head of Pre-University (Vice Chair)
- English Programme Leader
- 04 Faculty members who are not DLs and appointed by Chair
- Learning Management System Officer
- Student Academic Support Manager
- Student Representative (nominated by the Student Association Committee)
- Secretary of Senate and Committee

Nominated members shall serve for a term of two years.

Committee members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Committee's agenda.

If the Chair or Committee deems a member to have a conflict of interest in a matter before the Committee, the member will be excused from committee discussions and deliberations on that matter.

The Chair may nominate a representative to attend in their place.

4. Quorum

Meetings shall be quorate when at least one half of the total prescribed membership is present, including the Chair and when at least one half of those members present are University staff. Where a loss of quorum is identified, meetings may be adjourned until a time determined by the Chair.

5. Appointment of Chair

The Chair of the Committee shall be the Dean. The Chair has the casting vote in committee deliberations.

The Chair shall nominate an Acting Chair if the Chair is unable to attend a scheduled meeting or hearing.

6. Removal of a member from office

The Chair may terminate a membership for misconduct following consultation with the Vice-Chancellor.

7. Meetings and Hearings

The Committee shall determine its schedule of meetings annually in advance and meet as scheduled. Hearing will be held as required.

Committee decisions may be made at a meeting or hearing and signed by at least a quorum of members.

Committee members are required to fully prepare for each meeting or hearing, read the documentation in advance, and make every reasonable effort to attend each meeting and hearing.

A calendar of meetings must be supplied to Senate at the start of each academic session which must include the length of the meetings.

8. Observers

Observers are welcome with the Chair's permission and provided they advise the Secretary in advance. Observers are entitled to see and hear the proceedings of a meeting but have no voting rights and no right to speak at meetings, unless invited to do so by the Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in a closed session.

9. Committee Reporting

The Learning and Teaching Committee will report to the Senate.

10. Agenda and Minutes

Members will be notified by email of the location and availability of material. Members are encouraged to bring laptops, iPads or similar equipment to meetings and hearings in case of viewing documentation online.

Responsibility for maintaining appropriate records management for the Committee rests with the Secretary under the direction of the Chair. All Committee documentation shall be retained and shelved alongside student profiles.

11. Evaluation and Review

To ensure the Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against these terms of reference and provide that information to the Senate, along with any information that the Senate requests to facilitate its review of the Committee's performance and its membership.

The Academic Compliance Office shall review these terms of reference every two years, in conjunction with the Committee, and provide a report, including any recommendations, to the Senate.

12. Related Documents

N/A

13. Documents Responsibilities

Policy Owner	:	Vice Chancellor & President
Policy Delegate	:	Chair of Senate