

## Board of Management Learning & Teaching Committee

<b>Date of Meeting</b>	<b>Tuesday 11 May 2021</b>
<b>Paper No.</b>	<b>LTC4-B</b>
<b>Agenda Item</b>	<b>3.2</b>
<b>Subject of Paper</b>	<b>Committee Terms of Reference Review</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Paul Clark, College Secretary/Planning</b>
<b>Date of production</b>	<b>May 2021</b>
<b>Action</b>	<b>For Approval</b>

### 1. Recommendations

To consider the amended Committee Terms of Reference, and recommend for approval subject to any agreed changes.

## **2. Purpose**

2.1 It is good practice for Board Committees to review their Terms of Reference on a regular basis. The Committee is invited to consider the Terms of Reference, and recommend to the Board of Management for approval subject to any agreed changes.

## **3. Key Insights**

3.1 The Committee Terms of Reference were reviewed and agreed in session 2019-20, and approved by the Board of Management in June 2020.

3.2 The Committee Terms of Reference constitute the Committee's remit, and are included in the College's Articles of Governance, specifically referred to in the Scheme of delegation thus:

“ 2.3 Each Committee and Sub Committee shall have a clearly defined remit which shall clearly set out the duties and responsibilities delegated. The remit must be approved by the Board. The Committee may suggest amendments to the remit, but any amendments must be approved by the Board before they are implemented.” (CoGC Scheme of Delegation, 2020).

3.3 All Committee Terms of Reference are published on the College website.

## **4. Impact and implications**

4.1 Regular review of Committee Terms of Reference will ensure that this important aspect of governance is appropriate to the delegated responsibilities of Committees, and reflects Board and Board Committee practice.

4.2 All Board Committees will be reviewing their Terms of Reference during the current cycle of Committee meetings, prior to final approval by the Board.

## **Appendices:**

### **Appendix 1: Committee Terms of Reference**

**CITY OF GLASGOW COLLEGE**  
**Learning and Teaching Committee of the Board of Management**

**Terms of Reference**

1. To provide reports, advice and recommendations to the Board of Management on academic policies and procedures, on matters relating to the curriculum, quality and learning, teaching and support, and on the role and composition of the Academic Board.
2. To undertake high level review of:
  - key aspects of academic performance, including student retention, progression, attainment and achievement;
  - performance on admissions, access and inclusion;
  - arrangements for articulation and partnership
  - approaches to learning and teaching, including the use of IT resources
  - the volume and themes of student complaints, and their handling and outcomes.
3. To reflect on trends in education and encourage innovation and curriculum development to ensure that the College is successfully serving the needs of its internal and external stakeholders and is preparing effectively to meet future needs.
- 4.. To maintain an overview of academic quality assurance and improvement standards and outcomes by reviewing reports from the Academic Board and other relevant sources, both internal and external, including feedback and evaluation from student and stakeholder surveys.
5. To review student induction and support mechanisms.
6. To consider matters concerning student discipline.
7. To monitor the conduct of the academic appeals process.