

Board of Management Learning & Teaching Committee

Date of Meeting	Tuesday 7 September 2021
Paper No.	LTC1-C
Agenda Item	3.3
Subject of Paper	Committee Programme of Work 2021-22
FOISA Status	Disclosable
Primary Contact	Paul Clark, College Secretary/Planning
Date of production	August 2021
Action	For Approval

1. Recommendations

That the Committee reviews and approves the attached Programme of Work draft subject to ongoing development.

2. Purpose

The purpose of this report is to provide the Committee with a draft schedule of approvals and other work for 2021-22, for discussion and further development.

3. Key Insights

3.1 The Programme of Work is intended to ensure that the Committee plans essential work and approvals to ensure that these key responsibilities are not overlooked, and that they are visible in the interests of good governance practice, transparency, and communication.

3.2 The attached draft Programme of Work includes the terms of reference for the Committee, together with the required approvals as recorded in the Board Schedule of Approvals, and will also include any additional report submissions, performance information, and other assurances required by each Committee on behalf of the Board of Management.

4. Impact and implications

4.1 In adopting the Programmes, the responsibilities and requirements of each Committee is made clear. This enables effective work planning and timetabling to be undertaken, as well as providing a transparent indication to all of the work being done by the Board and its Committees.

4.2 This also provides clear information, relating to their responsibilities, to other Board members, prospective Committee members and conveners, as well as new Board and Committee members.

Appendices:

Appendix 1: Learning & Teaching Committee Programme of Work 2021-22

BOARD OF MANAGEMENT – LEARNING & TEACHING COMMITTEE

CONVENER: Audrey Sullivan

VICE CONVENER: TBC

MEMBERS: David Eaton, Karen Kelly, Paul Little, Bernie Savage, Rebekah Widdowfield

TERMS OF REFERENCE

1. To provide reports, advice and recommendations to the Board of Management on academic strategy, policies and procedures, on matters relating to the curriculum, quality and learning, teaching, and support for learning and graduate success.
2. To undertake high level reviews of:
 - key aspects of academic performance, including student retention, progression, attainment and achievement;
 - internal academic reporting mechanisms;
 - performance on admissions, access and inclusion, induction and support;
 - arrangements for articulation and partnership
3. To reflect on trends in education, and encourage and monitor 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 monitor
 - matters concerning student discipline.
 - conduct of the academic appeals process.
 - the volume and themes of student complaints and their handling and outcomes

PROGRAMME OF WORK			
Task	Presented for Consideration	Task Completed	Commentary
STANDING ITEMS			
Learning & Teaching Update/Developments			
Students' Association Update			
Curriculum Performance Report (as required)			
Faculty Presentation			
Strategic Risk Review (minimum every 2 nd meeting)			
Academic Board (For Noting)			
Committee Self Evaluation (once per year.			
Committee Terms of Reference (once per year)			
SCHEDULED ITEMS			
7 September 2021			
Committee Annual Report			
Programme of Work			
Report on Academic Appeals			
Interim Academic Performance Report			
Learning & Teaching Questionnaire			
Strategic Risk Review			
8 December 2021			
Curriculum Performance			
Student Academic Experience Strategy			

Education Scotland Evaluative Report & Enhancement Plan			
SFC Performance Indicators/CoGC			
15 February 2022			
My Student Experience Questionnaire			
College Leaver Destinations			
SPSO Annual Complaint Handling			
Strategic Risk Review			
10 May 2022			
Committee Terms of Reference			