

Board of Management Learning & Teaching Committee

Date of Meeting	Thursday 11 May 2023
Paper No.	LTC4-B
Agenda Item	3.2
Subject of Paper	Committee Terms of Reference Review
FOISA Status	Disclosable
Primary Contact	Drew McGowan, College Secretary
Date of production	May 2023
Action	For Approval

1. Recommendations

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

2. Purpose of report

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. Consultations

Board Committee. Final approval by Board of Management.

4. Key Insights

4.1 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).

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

5. Impact and implications

5.1 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.

5.2 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 the student academic experience 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 learners and other 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