University Committee for Learning and Teaching

TERMS OF REFERENCE 2018/19
APPROVED BY THE SENATE ON (TBC)

1. Establishment

a) The University Committee for Learning and Teaching is established as a Committee of the Senate¹, and reports jointly to the University Executive (UE).

b) The Court has delegated to the Senate all of its powers in relation to academic work and standards so that, subject to the terms of the Charter and the Statutes and to the powers reserved to the Court, the Senate is the principal body responsible for the academic work and standards of the University and in relation to:
   • programmes of study;
   • teaching and research;
   • the granting of awards; and
   • the regulation and stewardship of the education and discipline of the Students.

c) The Senate reports to the Court on the discharging of these responsibilities.

d) Statute 5.4(b) permits the Senate to delegate any of its powers to any Committee which contains at least three of its members (at least one of whom should be an ex officio member of the Senate).

e) Ordinance C4 permits the Senate to establish standing committees and to prescribe the terms of reference, including the remit and composition.

f) An operating principle of this Committee is that when a decision is required in relation to the exercising of delegated powers of the Senate, those persons present who are not Senators shall be invited to abstain from voting.

g) The University Executive (UE) is established by the Principal and Vice-Chancellor, with the endorsement of the Court, as the primary management body of the University. The UE reports to the Court on the discharging of its responsibilities.

h) The work of the UE is supported by contributions from groups, boards and committees, and it may delegate elements of review and decision-making authority to groups, boards and committees.

2. Reporting

To reflect the joint reporting arrangement, the Committee reports:

a) to both the UE and the Senate on matters of strategy and policy as defined in its remit.

b) to the Senate on specifically academic governance matters, such as Regulations (as the Senate is the primary academic body of the University).

c) to the UE on specifically executive matters, such as those relating to staffing, material and other resources (as the UE is the primary management body of the University).

3. Purpose

¹ from 1 August 2017 (Senate Minute M17/046)
The purpose of the University Committee for Learning and Teaching is to provide institutional-level leadership in the development and implementation of the academic vision and mission for Learning and Teaching in support of the University’s Strategic Plan.

4. Remit

The Senate\(^2\) and UE delegate authority to the University Committee for Learning and Teaching to:

1. provide strategic stewardship of the taught student learning experience;
2. develop, recommend, monitor the implementation of, and report on the Learning and Teaching Strategy, and supporting Operational Plan and performance indicators;
3. develop the strategic process for producing the Learning and Teaching Strategy to ensure that the Learning and Teaching Strategies/Enhancement Plans of Schools and the Strategic Summaries/Enhancement Plans of the relevant Professional Services, are aligned with the overall Learning and Teaching Strategy;
4. develop, recommend, monitor, and report on Ordinances and Regulations; and to make, monitor, modify, and revoke codes of practice, policies and procedures related to:
   - learning and teaching;
   - academic quality enhancement frameworks for taught programmes of study;
   - the development of the academic attributes of Students, and the academic practice and learner support skills of Staff and Students.
   - the development of approaches for effective sharing of best practice in learning and teaching.
5. consider and make recommendations with respect to:
   - the University’s programme of annual and periodic academic quality enhancement reviews;
   - the findings of annual and periodic quality enhancement reviews and action plans arising from these;
   - the University’s participation in external quality assurance and enhancement reviews, consulting as appropriate with the University Committee for Quality and Standards;
   - the findings of external quality assurance and enhancement reviews and action plans arising from these, consulting as appropriate with the University Committee for Quality and Standards;
   - findings of surveys and other reviews of Student experience and the destinations of graduates with respect to taught programme students and graduates;
   - the development of support in relation to the development of the academic attributes of Students and the academic practice and learner support skills of Staff and Students;
   - the development of the physical and virtual academic environment pertaining to learning and teaching;
   - the University’s portfolio of taught programmes;
   - national initiatives in learning and teaching.
6. jointly, with the University Committee for Research and Innovation, develop, recommend, monitor the implementation of, and report on Regulations and policies in respect of access to and use of the library services and academic-related information services.
7. monitor the academic outcomes for taught programmes of study;
8. receive regular reports from all Schools, including the minutes of the Schools’ Learning and Teaching Committees;
9. create and receive reports from such sub-committees and short-life working groups as are necessary to fulfil the responsibilities of the Committee.

\(^2\) Through the Senate Statement of Primary Responsibilities and Delegations
[Note 1: the Committee shall inform the Senate and UE of the creation, on-going work, and disbanding of any sub-committees and short-life working groups.]
[Note 2: The Senate must approve the Terms of Reference of any standing sub-committee that is to exercise delegated powers of the Senate.]

5. Composition

<table>
<thead>
<tr>
<th>Ex-officio members</th>
<th>Members (as at 1 May 2018)</th>
<th>Appointed until</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chair</strong></td>
<td>Professor John W Sawkins</td>
<td></td>
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<tr>
<td><strong>Vice-Chair</strong></td>
<td>Professor Fiona Grant</td>
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<tr>
<td><strong>Principal and Vice-Chancellor</strong> (or the Vice-Principal, or other nominee)</td>
<td>Professor Richard A Williams Nominee: Professor John W Sawkins</td>
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<tr>
<td><strong>The Director of Learning and Teaching from each School:</strong></td>
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<tr>
<td>Edinburgh Business School (EBS):</td>
<td>Dr Craig Robinson</td>
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<tr>
<td>Energy, Geoscience, Infrastructure and Society (EGIS):</td>
<td>Professor Fiona Grant</td>
<td></td>
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<tr>
<td>Engineering &amp; Physical Sciences (EPS):</td>
<td>Dr Gillian Thomson</td>
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<tr>
<td>Mathematical and Computer Sciences (MACS):</td>
<td>Professor Jennie Hansen</td>
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<tr>
<td>Social Sciences (SoSS):</td>
<td>Dr Maggie Sargeant</td>
<td></td>
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<tr>
<td>Textiles and Design (TEX):</td>
<td>Mr Lee Miles</td>
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<tr>
<td><strong>Student Representation</strong></td>
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<tr>
<td>The elected officer of the Student Union UK with responsibilities relating to Learning and Teaching matters</td>
<td>Mr Rahul Singh, President of the Student Union</td>
<td>31/05/19</td>
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<tr>
<td>Dubai Student President</td>
<td>Antony D’ santos Kingston</td>
<td>31/05/19</td>
</tr>
<tr>
<td>President of the HWUM Student Association</td>
<td>Abdul Mubin Mohd Hanafiah</td>
<td>31/08/19</td>
</tr>
<tr>
<td><strong>Members Appointed by the Senate</strong></td>
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<tr>
<td><strong>A Dean of the University (as nominated by the Senate)</strong></td>
<td>Professor Scott Arthur (Humanities and Social Sciences)</td>
<td>31/03/20</td>
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<tr>
<td><strong>Three members of the Senate appointed by the Senate</strong></td>
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<tr>
<td>(normally drawn from the Senators elected from Schools, and nominated with a view to helping the Committee reflect the geographical spread of the University)</td>
<td>Dr A J Gow Dr M Nazarinia Dr G Netto</td>
<td>31/07/20</td>
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<tr>
<td><strong>Members Appointed by the University Executive</strong></td>
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<tr>
<td>Assistant Principal (International Development)</td>
<td>Ms Ruth Moir</td>
<td></td>
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<tr>
<td>Deputy Vice-Principal, Dubai</td>
<td>Professor Bryn Jones</td>
<td></td>
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<tr>
<td>Deputy Vice-Principal, Malaysia</td>
<td>Professor Dennis Wong</td>
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<tr>
<td><strong>In attendance</strong></td>
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<tr>
<td>The following are normally in attendance at meetings:</td>
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<tr>
<td>Academic Registrar (or nominee); Deputy Registrar attends as nominee</td>
<td>Mr Paul Travill Mr Campbell Powrie</td>
<td></td>
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<tr>
<td>Head of Academic Quality (currently the Clerk)</td>
<td>Dr Maggie King</td>
<td></td>
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<tr>
<td>Clerk to the Student Learning Experience Committee</td>
<td>Dr Ian Glen</td>
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<tr>
<td>Director of Information Services (or nominee)</td>
<td>Ms Kathy McCabe</td>
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<tr>
<td>Student Engagement Manager of the Student Union</td>
<td>Ms Denise McCaig</td>
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<tr>
<td>Student Engagement Officer, Dubai Campus</td>
<td>Ms Nicola Mitchell</td>
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</tbody>
</table>
In attendance

The following are eligible to attend meetings:

- Secretary of the University
- Two Deans of the University (i.e. the Deans who are not listed above as the member nominated by the Senate)
  
<table>
<thead>
<tr>
<th>Member</th>
<th>Date</th>
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<tbody>
<tr>
<td>Ms Ann Marie Dalton-Pillay</td>
<td>31/12/20</td>
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<tr>
<td>Dr Amos Haniff (Pan-University)</td>
<td>31/12/20</td>
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<tr>
<td>Dr Fadi Ghaith (Science and Engineering)</td>
<td>31/12/20</td>
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</table>

6. Chair and Vice-Chair

a) The Chair of the Committee, as nominated by the Principal and Vice-Chancellor, and agreed by the Senate, is the Deputy Principal (Learning and Teaching).

b) The Vice-Chair of the Committee, as nominated by the Principal and Vice-Chancellor, and agreed by the Senate, is {name to be put forward in due course} and shall act as Chair in the absence of the Chair.

c) In the absence of both the Chair and the Vice-Chair from any given meeting, those members present shall appoint one of their number as Chair for that particular meeting.

7. Equality and Diversity in Membership

The Committee exercises its responsibility, as far as possible, to promote diversity of representation within its membership and the membership of any working group or committee established by the Committee. The Committee will also act, in carrying out the business of the Committee, to promote equality of opportunity for all.

8. Quorum and Voting

a) The quorum necessary to transact business is **five** members, at least two of whom shall be Directors of Learning and Teaching, and at least two of whom must be members of the Senate. In accordance with Statute Five, paragraph 4(b), the quorum of any Committee of the Senate exercising delegated powers shall include at least two members of the Senate.

b) Members who are participating in a meeting by means of audio-visual conferencing or other means enabling them to speak with and be heard by all members present at the meeting simultaneously shall be deemed to be present at the meeting and to count towards the quorum.

c) Normal practice is that wherever possible decisions shall be reached through consensus.

d) All members of the Committee are entitled to vote in any vote of the Committee except:

c1) when the Committee is required to vote on the exercising of delegated powers of the Senate, those persons present who are not Senators shall be invited to abstain from voting.

c2) when the committee is required to vote on a matter that is solely under the purview of the University Executive, then only those persons who are members because of their executive positions shall be eligible to vote.

e) The Chair shall rule on instances where a vote is required, and whether any matter under consideration pertains to the exercising of delegated powers of the Senate, or whether a matter is solely under the purview of the University Executive.

f) A person invited to be ‘in attendance’ at one or more meetings of the Committee is not entitled to vote.

g) The Chair has a deliberative vote and a casting vote.

9. Attendance at meetings

a) The Committee may co-opt members as appropriate for a specified period of time, and report such co-options to the Senate and the UE at the earliest opportunity.

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3 A change to the Statute shall be proposed in due course to govern this situation
b) In addition to the members, and those normally ‘in attendance’, other colleagues may at the discretion of the Chair be invited to attend meetings on an ad-hoc basis for particular agenda items, and to contribute to discussions at the discretion of the Chair.

c) The Committee maintains a record of attendance at each of its meetings and reports this information in accordance with the Attendance Policy.

10. Forward Planning

a) The Committee maintains a list of Standing Agenda Items and an annual schedule of activities.
b) The Committee sets dates for its ordinary meetings two years in advance.
c) As part of its annual year-end self-assessment, the Committee reviews its performance in fulfilling its Remit, and considers possible modifications to its Terms of Reference. This also gives opportunity to review the Composition (including the gender balance of its membership, and the opportunity to receive contributions from the University's different campuses), and to submit recommendations as appropriate to the Senate and to the UE.

11. Principles of Operation

In fulfilling its terms of reference, the Committee shall follow the principles as agreed by the Senate to enhance academic governance seeking:

a) closer alignment between the decision-making structure and the University's strategic objectives, to ensure that the decision making structures are fit for the delivery of the strategy;
b) a more efficient approach to the decision making process, leading to clearer lines of reporting and accountability, a reduction in time taken to reach business-critical decisions, and high quality outcomes;
c) main committees should focus on matters of strategy and policy, with operational matters being dealt with by the relevant colleagues in consultation with ad hoc working groups as required;
d) minimisation of business considered by numerous different groups and with appropriate accountability for decisions taken;
e) an assumption that decisions will be reached by consensus wherever possible;
f) an assumption that each Committee will address business internationally;
g) appropriate delineation between governance and management;
h) the papers coming forward to committees should contain clear, evidence-based proposals for consideration;
i) greater use should be made of IT facilities to reduce the amount of paper being circulated, with members of committees and others being able to access committee papers on a local intranet with appropriate access authorisation; and
j) effective communication of decisions to all relevant parties throughout the University.

12. Sub-committees and Short-life working groups of the Committee

The Committee is empowered to create such sub-committees and short-life working groups as are necessary to fulfil its responsibilities. The Committee shall inform the Senate and UE of the creation, on-going work, and disbanding of any sub-committees and short-life working groups.

The Senate must approve the Terms of Reference of any standing sub-committee that is to exercise delegated powers of the Senate.

At its date of commencement this Committee is noted to have one sub-committee:

- The Student Learning Experience Committee (SLEC)

(Note: as at 6 September 2017, SLEC has five bodies reporting to it: the Student Survey Management Group; the VLE Management Group; the three Learning and Teaching Enhancement Fora (Scottish Campuses, Dubai Campus, Malaysia Campus). The University Committee for Learning and Teaching shall keep that position under review.)
13. Frequency of meetings

a) The Committee normally meets five times each Academic Year in advance of meetings of the Senate.

b) The Chair of the Committee may choose to hold periodic strategy days consistent with the strategic function of the Committee.

c) Additional meetings (including meetings held in conjunction with other bodies) may be required — with the approval by the Chair — for more detailed consideration of particular items.

d) Changes to arrangements, such as cancellation, rescheduling or additional meetings will be notified to members by the Clerk as soon as possible, and normally within not less than five working days of the scheduled meeting date.

14. Lifespan and Effectiveness of the Committee

This is an established Committee of the Senate and its lifespan is ongoing. An annual year-end self-assessment is conducted, with a formal review of effectiveness every five years.

15. Actions that may be taken by the Committee

The Committee may:

- Approve
- Note
- Receive
- Consider
- Endorse
- Recommend
- Reject
- Ratify

16. Minutes

a) Minutes of each meeting are distributed to members within two weeks of the meeting. The Chair approves the content of minutes before release.

b) The minutes are presented to the next ordinary meeting of the Senate and to the next business meeting of the UE, with any matters for consideration and/or approval highlighted in a cover paper.

c) The Committee’s agenda and minutes are published on the University Intranet.

d) Agendas, minutes and papers are held electronically by the Clerk to the Committee.

e) The Committee has traditional/formal minutes in accordance with internal University guidance on style and requirements regarding Data Protection and Freedom of Information legislation.

f) The agendas, papers and minutes for all meetings should be copied to the Head of Heritage and Information Governance for archiving purposes.

17. Resources

Clerk - Dr Maggie King, Head of Academic Quality, Quality and External Partnerships
Meetings - Normally five meetings per session