# LEARNING AND TEACHING BOARD

## Terms of Reference

### 1 Constitution and purpose

1.1. The Learning and Teaching Board is constituted as one of the Boards of the University Executive and reports directly to the University Executive, which is the institution's primary management decision-making body. The Learning and Teaching Board makes recommendations to the University Executive in particular on strategies and resources for learning and teaching and on the quality of the student learning experience.

1.2. The Learning and Teaching Board reports, on academic matters related to learning and teaching and the student learning experience, to each meeting of the Senate, which is "the governing and executive body responsible for the academic work and standards of the University, both in teaching and in research, and for the regulation and superintendence of the education and discipline of the students of the University" (HWU Charter, Clause 9 (1)).

1.3. The purpose of the Learning and Teaching Board is to provide institutional-level leadership in the development and implementation of the Learning and Teaching Strategy in support of the University's Strategic Plan. The scope of the Learning and Teaching Strategy encompasses all of the University's modes and locations of delivery and study.

### 2 Remit

1. Strategy
   a) Develop and implement the University's Learning and Teaching Strategy in consultation with the University Executive, the Senate, Schools, relevant Professional Services and Student Union.
   b) Produce an Operational Plan, including performance indicators, for the implementation of the Learning and Teaching Strategy.
   c) Monitor, evaluate and review the strategy and its implementation.
   d) Develop the strategic process for producing the University's Learning and Teaching Strategy and the Learning and Teaching Strategies/Enhancement Plans of Schools and the Strategic Summaries/Enhancement Plans of the relevant Professional Services.
   e) Oversee and support the production of the Learning and Teaching Strategies/Enhancement Plans of Schools and the Strategic Summaries/Enhancement Plans of the relevant Professional Services, ensuring alignment with the overall Learning and Teaching Strategy.
   f) Provide strategic oversight of the student learning experience, both undergraduates and postgraduate taught students.
2. Operational Management

a) Produce, maintain and review a list of Standing Agenda Items and an annual Schedule of Activities/Key Areas of Development in order to manage the activity of the Board.

b) Develop and review codes of practice, policies and procedures related to learning and teaching which support the implementation of the University’s strategic objectives.

c) Keep under review, and provide recommendations to the University Executive on, the University’s portfolio of taught programmes.

d) Receive reports from, and identify issues for, constituted groups, such as the Student Learning Experience Committee.

e) Establish, monitor and receive reports from short-term working groups created to take forward specific activities on behalf of the Board.

f) Engage in the University’s Academic Performance Review by monitoring the institutional learning and teaching key performance indicators.

3. People

a) Foster a culture within the University which values and promotes learning and teaching.

b) Promote the five Values of Heriot-Watt University (Pride and Belonging; Valuing and Respecting Everyone; Pursuing Excellence; Shaping the Future) in relation to learning and teaching.

c) Cultivate a collaborative, supportive working relationship between academic and professional services staff in the enhancement of learning and teaching.

d) Encourage the continuous improvement of learning and teaching, in particular, supporting the engagement of staff and students in enhancement.

e) Develop approaches for effective sharing of best practice in learning and teaching.

f) Collaborate with Human Resources, Centre for Academic Leadership and Development, and Organisational Development in providing a framework for professional and personal development in learning and teaching, particularly in support of the implementation of the Learning and Teaching Strategy.

4. Communication and Consultation

a) Communicate and consult effectively and efficiently across the University on strategic learning and teaching issues, ensuring that the views of all stakeholders, including students, are taken into consideration.

b) Report to each meeting of the University Executive and the Senate.

c) Consult with the Committees of the Senate on learning and teaching matters, including policies and procedures related to quality assurance.

d) Engage with the other Boards of the University Executive in effecting joined-up strategies.

e) Provide regular updates to the wider University on learning and teaching matters.

f) Receive and consider regular reports from Schools and Student Union on matters related to learning and teaching.

5. Externality

a) Respond to, and engage with, national initiatives in learning and teaching on behalf of the University.

b) Revise the University’s strategic objectives in learning and teaching in response to local, national and international developments.

c) Provide the University’s response to national consultations on learning and teaching.
d) Benchmark nationally and internationally the University’s strategy, policies and procedures in learning and teaching.

3 Membership 2016/2017

Chair
Deputy Principal (Learning and Teaching): Professor J W Sawkins

Directors of Learning and Teaching from Schools
School of the Energy, Geoscience, Infrastructure and Society: Professor T M Chrisp
School of Engineering & Physical Sciences: Dr G B Thomson
School of Management and Languages: Dr M Sargeant
School of Mathematical and Computer Sciences: Professor J Hansen
School of Textiles and Design: Mr L Miles
Edinburgh Business School: Dr M A Storey as EBS representative

Deans of the University
Dean of the University (PSC) Professor J M Ritchie
Dean of the University (USC) Professor L Galloway

Professional Services
Academic Registrar: Mr P Travill
Assistant Principal (International): Ms R J Moir

Student Union
President: Mr D Cowan

Student Engagement Manager: Ms D McCaig

Co-opted Member
Clerk to the Student Learning Experience Committee: Mrs P J Calabrese

Clerk
Head of Academic Quality: Dr M King

4 Equality and Diversity in Membership

4.1 The Board will exercise 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 Board. The Board will also act to promote equality of opportunity for all colleagues who are involved in carrying out the business of the Board.

5 Board Chair

5.1 The Chair of the Board shall be the Deputy Principal (Learning and Teaching).

5.2 In the absence of the Chair of the Board, the Board can appoint a Deputy Chair from amongst its members. The role of Deputy Chair should normally be undertaken by one of the Directors of Learning and Teaching, with the longest-serving DLT being the first choice.
6 Quorum

6.1 The quorum necessary to transact business is five full members of the Board, at least three of whom shall be Directors of Learning and Teaching (both the Chair and the Clerk are regarded as full members of the Board).

6.2 Substitutes and co-opted members are not included in the quorum.

7 Frequency

7.1 The Board will meet on the second Wednesday of every month, except during July and August (the peak period for summer vacation), unless required. The Board will also hold an Annual Strategy Away Day (each March).

7.2 Additional meetings (including meetings held in conjunction with other Boards or Committees) may be required for more detailed consideration of particular items.

7.3 Cancellation, rescheduling or inclusion of additional meetings will be notified to members by the Clerk as soon as possible, and within not less than five working days.

8 Attendance at meetings

8.1 In addition to the members, other members of staff will be invited to attend on an ad-hoc basis for particular agenda items.

8.2 The Board may co-opt members as appropriate, for example, Project Leaders of Strategic Projects, for a specified period of time.

8.3 The Board will maintain a record of attendance at each of its meetings and will include this information in an annual report to the University Executive.

9 Reporting Procedures

9.1 The Chair will submit reports to the University Executive and the Senate based on the Board’s minutes.

9.2 Matters requiring the approval of the University Executive or the Senate will be highlighted in the Board’s report.

9.3 The Chair will report to appropriate meetings of the University Executive or the Senate on any matters which the Board considers should be brought to the attention of the University Executive or the Senate and on any matters requiring the University Executive's or the Senate's approval.

9.4 Minutes of each meeting will be distributed to members of the Board within one week of the meeting. The Chair will approve the content of minutes before release, including the redaction of any information deemed necessary for reasons of confidentiality.

9.5 Minutes and reports of the Board will denote those areas of reported business which are deemed to fall within the designation of information which is ‘exempt’ under the FOI(S)A.
8 Forward Planning

8.1 The Board will review its Terms of Reference and submit recommendations on these to the University Executive annually for information. As part of this review, the Board will consider its current gender balance and determine what succession planning steps might be taken, if appropriate, to improve gender balance.

8.2 The Board will set its meeting dates two years in advance, aligned to the schedule of meetings of the University Executive, and will maintain an annual schedule of activities for the Board.

Supporting Information

Groups feeding into the Learning and Teaching Board

Student Learning Experience Committee (and through SLEC, the Student Survey Management Group, the VLE Management Group, the Inter-Campus Communications Group and relevant specialist interest groups related to learning and teaching administration)

Effectiveness and lifespan

Lifespan ongoing. Effectiveness formally reviewed every two years.

Actions that may be taken by the Board

The Learning and Teaching Board may:

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

Most appropriate minuting style

Traditional/formal minutes in accordance with internal University guidance.

Resources

Clerk Dr Maggie King, Head of Academic Quality, Quality and External Partnerships (Academic Registry)

Meetings 10 meetings per session, including one Strategy Away Day (one per month, except July and August)