Learning and Teaching Enhancement Forum (Scottish Campuses, Dubai and Malaysia)¹

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<th>Constitution and purpose</th>
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<td>The Learning and Teaching Enhancement Forum provides a mechanism for in-depth discussion of campus-wide learning and teaching issues and for detailed scrutiny of proposed learning and teaching enhancements in support of the University Learning and Teaching Strategy. It ensures that the Deputy Principal (Learning and Teaching), the Deputy Vice-Principals in Dubai and Malaysia, and Assistant Deputy Principal (Learning and Teaching) are briefed by Schools on campus learning and teaching matters and provides a mechanism for disseminating learning and teaching initiatives for implementation through Schools.</td>
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<td>The remit of the Learning and Teaching Enhancement Forum is to:</td>
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<td>• Act as a focal point for consultation on the development of the University’s Learning and Teaching Strategy and for subsequent implementation of the Learning and Teaching Strategy;</td>
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<td>• Facilitate the identification and progression of cross-campus learning and teaching enhancements, including innovative teaching, learning spaces development and improving the student learning experience, in alignment with the University Learning and Teaching Strategy and its implementation through Schools;</td>
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<td>• Enable the Deputy Vice-Principals in Dubai and Malaysia and Assistant Deputy Principal (Learning and Teaching) to lead consultations on and responses to proposals from the University Committee for Learning and Teaching and to lead the co-ordination of campus-specific reports, for example, on retention;</td>
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<td>• Facilitate and strengthen communication on learning and teaching and enhancement matters across the institution, supporting the strategic intentions of the University Committee for Learning and Teaching, the Student Learning Experience Committee and the School Directors of Learning and Teaching, and enable the Deputy Vice-Principals in Dubai and Malaysia and the Assistant Principal (Learning and Teaching) to communicate key information from the University Committee for Learning and Teaching across each campus;</td>
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<td>• Enable the Deputy Vice-Principal to be briefed on campus-specific learning and teaching matters, including those relevant for discussion at the University Committee for Learning and Teaching and the Student Learning Experience Committee.</td>
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Through their membership, the Dubai Forum and the Malaysia Forum will also:

• Provide the School Director of Learning and Teaching with a key, single point of contact in Dubai and Malaysia (i.e. the School’s representative on the Forum) for implementing School-specific learning and teaching initiatives, policies and procedures;

• Provide the School with a senior leadership role/champion for learning and teaching and quality enhancement at the Dubai and Malaysia Campuses.

¹ There are three Learning and Teaching Enhancement Fora, one for each of the Scottish Campuses, Dubai and Malaysia. Each Forum reports separately to the Student Learning Experience Committee and a combined report from all three Fora is provided by Student Learning Experience Committee to the University Committee for Learning and Teaching.
### 3 Membership

The core membership of each Forum shall comprise:

**Chair**
- Dubai and Malaysia: the relevant Deputy Vice-Principal; Scottish Campuses: the Assistant Principal (Learning and Teaching)

**Schools**
- Scottish Campuses: Directors of Learning and Teaching
- Dubai and Malaysia: A representative from each School, with responsibility for learning and teaching enhancement, as appointed by the School Director of Learning and Teaching and Associate Head of School

**Foundation Programmes (Dubai and Malaysia)**
- A representative from the relevant Foundation Programme

**Professional Services**
- Scottish Campuses, Dubai and Malaysia: Head of Academic Quality (SC); Campus Registrar (D); Head of Registry Services (M)
- Scottish Campuses, Dubai and Malaysia: a representative from Learning and Teaching Enhancement Services
- A representative from other relevant Professional Services

**Student Representatives**
- Scottish Campuses: President of the Student Union
- Dubai and Malaysia: the relevant Student President

**Clerk**
- Scottish Campuses: Learning and Teaching Quality Enhancement Officer
- Dubai and Malaysia: TBC, Dubai; Effective Learning Manager (Malaysia)

Other members as deemed necessary at each Campus.

### 4 Frequency

Each Forum will meet at least twice per semester, with meetings scheduled to align with meetings of the Student Learning Experience Committee. Additional meetings of each Forum may be arranged as appropriate.

For the purposes of efficiency and in view of the shared membership, the Student Learning Experience Committee meeting will be followed immediately by a meeting of the Scottish Forum.

### 5 Attendance and Decision Making

Forum members are expected to attend. The following officers are usually expected to be in attendance at meetings:

i. The Clerk

ii. Other officers and student representatives may be asked to attend when appropriate

It is intended that decisions are normally reached by consensus following a full debate. If consensus cannot be reached, the issue under debate shall be escalated to the Student Learning Experience
Committee in the first instance and thereafter, if appropriate, to the University Committee for Learning and Teaching.

Each Forum will maintain a formal set of notes of its meetings and a clear log of actions. The notes of the meetings shall be made available to members within 10 working days of the meeting.

6 Reporting procedures

Each Forum will report separately to the Student Learning Experience Committee and a combined report from the three Fora will be provided via SLEC to the University Committee for Learning and Teaching. Each Forum may additionally, and as appropriate, provide reports to relevant Campus committees.

7 Forward Planning

Each Forum will annually review and revise its Terms of Reference and submit recommendations for any changes to the Student Learning Experience Committee.

Each Forum will maintain an annual calendar of meetings aligned to the schedule of the meetings of the Student Learning Experience Committee and the University Committee for Learning and Teaching.

The agenda and papers will be issued at least one week before the meeting.

Supporting Information

Groups feeding into the Learning and Teaching Enhancement Forum

None.

Effectiveness and lifespan

Lifespan ongoing.

Actions that may be taken by the Forum

Learning and Teaching Enhancement Forum may:

- Note
- Receive
- Consider
- Endorse
- Recommend

Most appropriate minuting style

Meeting notes and action log.

Resources

- Clerk
  - Scottish Campuses: Dr Ian Glen, Learning and Teaching Quality Enhancement Officer (Clerk also to the Student Learning Experience Committee)
  - Dubai Campus: Benita Maben
  - Malaysia Campus: Stella Marie Colima Galimpin

- Meetings
  - At least twice per semester. Additional meetings may be scheduled as part of the annual calendar or may be called as required.
Roles of Members of the Forum

All members of the Forum have a dual representative function. They represent not only the views of their own School, Professional Service or student community, but also those of the campus and of the University.

The Chair and the Clerk will provide new members with an introduction to the Forum and their role, as well as an overview of key initiatives related to learning and teaching.

The agreed roles and responsibilities of the various categories of membership are:

Chair
The responsibilities of the Chair with regard to the Forum are to:

• Provide leadership to the business of the Forum and to ensure that the Forum achieves its overall objectives.
• Chair meetings and ensure that meetings run efficiently and effectively.
• Present the Forum’s views to the Student Learning Experience Committee and, via the Student Learning Experience Committee, to the University Committee for Learning and Teaching and other committees as appropriate and to provide feedback from committees to the Forum.
• To provide institutional context for quality assurance and enhancement and for University initiatives which underpin quality assurance and enhancement.

School and Foundation Programme representatives
The responsibilities of the School and Foundation Programme representatives are to:

• Be familiar with School (or Foundation teaching team) strategy, plans, policies and procedures and of their implementation at the relevant campus.
• Discuss issues in Schools (or as a Foundation teaching team) as appropriate, to bring to the Forum the considered, collective views of their Schools (or the Foundation teaching team) and to disseminate feedback from the Forum to the Schools (or Foundation teaching team) and to their key committees (e.g. School Learning and Teaching Committee, School Studies Committee and relevant Boards of Studies).
• Bring items to the attention of the Chair.
• Bring items to the attention of Associate Heads, Directors of Learning and Teaching and other relevant colleagues in Schools (or in the Foundation teaching team).
• Support the implementation of the School Learning and Teaching Strategy and Enhancement Plan at the relevant campus.
• Support the implement of approved learning and teaching policies and procedures at the relevant campus.

Professional Services representatives
The responsibilities of the Professional Services representatives are to:

• Provide specialist input to discussions.
• Discuss issues in their teams (and those of local partners as appropriate), to bring to the Forum the considered, collective views of these teams, and to disseminate feedback from the Forum to these teams.
• Support the implementation of the University's Learning and Teaching Strategy and its Operational Plan and also School Learning and Teaching Strategies and Enhancement Plans.
• Ensure that their Campus strategies, plans, policies and procedures are aligned with those of the University in relation to learning and teaching.
• Bring forward proposals which enhance the implementation of learning and teaching policies and procedures.
Student Representatives
The role of the Student Representative is to:

• Provide elected representation for the study body on the Forum.
• Represent the collective views of School Officers, Class Representatives and the wider student body on learning and teaching matters and to disseminate feedback from the Forum to the student body via the student representation system.
• Bring items to the attention of the Chair and to other members of the Forum.

Clerk
The role of the Clerk is to:

• Provide administrative support to the Forum, including production of agendas, papers and minutes
• In collaboration with Chair, to schedule items across meetings so as to ensure that members have the opportunity to bring forward items for consideration.
• Ensure that appropriate papers and information are provided to enable members to make an informed contribution to discussions.