University Committee for Learning and Teaching

Induction for UCLT Members and Attendees

August 2020
This presentation is designed to provide a brief introduction to the University Committee for Learning and Teaching.

Further detail is available in the University Committee for Learning and Teaching Handbook, which all UCLT members are advised to read.
• What is the University Committee for Learning and Teaching?
• What do I need to know?
• Who is on the Committee?
• How does the Committee operate?
• What is my role?
• What do I need to do?
The University Committee for Learning and Teaching

- Established 1 August 2017, replacing Learning and Teaching Board

- One of three primary Committees of the Senate; reports jointly to the University Executive. Reports to both on strategy and policy

- Senate: academic governance matters, such as regulations

- University Executive: executive matters, such as staffing and resources
* HWUM is managed by its Executive Management Committee, but is represented at the University Executive by the Vice-Principal (Malaysia) & Provost.

**EBS has a constitutional relationship direct with the Court
The University Committee for Learning and Teaching

• Institutional responsibility for strategic issues related to learning and teaching, incl:
  – The University’s Learning and Teaching Strategy and
  – Enhancement of the student learning experience
  – L+T Regulations, policies and procedures (SLEC)
  – Learning and teaching development for staff; student learning skills
  – University’s portfolio of taught programmes
  – Library and academic-related information services (UCRI)
  – Minutes of School L+T Committees
The University Committee for Learning and Teaching - Committees and Groups

- University Committee for Learning and Teaching focuses on **strategic** issues related to learning and teaching.

- One committee (Student Learning Experience Committee), three Enhancement Fora and two groups progress **operational/procedural** matters on behalf of the UCLT.
The University Committee for Learning and Teaching – Reporting Structure

University Committee for Learning and Teaching

Student Learning Experience Committee
- Learning and Teaching Enhancement Forum (Scottish Campuses)
- Learning and Teaching Enhancement Forum (Dubai)
- Learning and Teaching Enhancement Forum (Malaysia)

- Digital Learning Forum
- Student Survey Management Group

University Learning and Teaching Strategy

University Learning and Teaching Policies and Procedures

Campus-Specific Learning and Teaching Matters
What do I need to know?

Key Documents

Learning and Teaching Strategy 2018-2025
Inspiring Learning
Retention Strategy 2016

University Committee for Learning and Teaching Website:
https://www.hw.ac.uk/services/academic-registry/quality/learning-teaching/university-committee-learning-teaching.htm
Who is on the Committee?

• **Chair:** Deputy Principal (Learning and Teaching)

• **Vice-Chair:** Assistant Deputy Principal (Learning and Teaching)

• **Principal and Vice-Chancellor’s Nominee:** Deputy Principal (Learning and Teaching)

• **School Directors of Learning and Teaching**

• **Student Representatives:** Presidents: UK, Dubai and Malaysia

• **Members Appointed by the Senate:** one Dean of the University; 3 Senate members

• **Members Appointed by the University Executive:** Deputy Vice-Principals (Dubai and Malaysia); Assistant Principal (International Development)

• **Individuals in Attendance:**
  - Academic/Deputy Registrar
  - Head of Academic Quality (Clerk)
  - Clerk to SLEC
  - Director of Information Services
  - Student Engagement Managers
  - Secretary of the University
  - Other two Deans of the University
How does the Committee operate?

1) 6 Meetings per session (Wednesday UK 0915; Away Day in January): 2-year schedule; Outlook calendar requests. Participation in person or by Microsoft Teams. Strategy Discussion Meetings (3 Strategy Discussion meetings for DLT’s only)

2) Attendance is essential (60%; substitute: eg, for DLT’s, Director of Academic Quality) and is now monitored through the Senate Attendance Policy. Quorum: five members (excl. those in attendance): 2 DLT’s and 2 Senate members

3) Standing Agenda Items, incl: NSS; Retention; new Learning and Teaching Strategy every 5 years; updated Operational Plan each September

4) Agenda and Papers circulated in e-version one week in advance (all papers and papers for information on SharePoint site)

5) Minutes sent out within one week

6) Action Log sent out after the meeting with the minute
What is my Role?

All members have a dual representative function to represent the views of their own School/Campus/Professional Service/student community AND the University as a whole.

Specific roles are associated with various posts, but all members have a responsibility to:

• Discuss issues via their sections, committees or groups within their areas, and to bring to the UCLT the considered, collective views of their colleagues.
• Implement the University's Learning and Teaching Strategy and its Operational Plan.
• Ensure that their strategies, plans, policies and procedures are aligned with those of the University in relation to learning and teaching.
• Contribute to the development, and implement approved versions, of policies and procedures.
• Provide regular reports to UCLT from their School, Campus, Service or student community.

More detail on the specific roles of members and individuals in attendance is provided in Section 2.5 of the University Committee for Learning and Teaching Handbook.
What do I need to do?

• **Preparation for Meetings**: read papers and be familiar with key proposals; consult with colleagues where required.

• **At Meetings**: contribute to discussions; report collective views of sections, committees or groups within your area.

• **Outwith Meetings:**
  – progress action points (Post-Meeting Action Lists)
  – report to colleagues and consult on proposals with colleagues
  – represent the UCLT’s shared view
  – Implement learning and teaching strategies, policies, procedures
  – participate in L+T events (Away Day, Symposium, L+T Oscars)
  – participate in working groups
Summary - Useful Information

- University Committee for Learning and Teaching Website (incl. UCLT Handbook; Learning and Teaching Strategy)
- University Committee for Learning and Teaching SharePoint
- Briefing Papers: Learning and Teaching (blue in colour); Quality Assurance (purple in colour)
- Learning and Teaching Policy Bank