

**SEN12D015**

**Title:** Revised membership and terms of reference for the Learning and Teaching Committee  
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**Issue**

At its meeting on 30 January 2013, the Learning and Teaching Committee resolved that membership of the Learning and Teaching Committee should include with immediate effect, Mr Nicholas Lewis, the Director of Library Services. Such membership would enable Mr Lewis to act as Mr Colam-French's deputy at all meetings of the Learning and Teaching Committee. In addition, the Committee also resolved that its terms of reference should be revised to ensure that the Academic Director of Postgraduate Taught Programmes has equal standing in comparison with the Academic Director of Taught Programmes.

**Recommendation**

At its meeting on the 30 January 2013, the Learning and Teaching Committee recommended that Senate approve the inclusion of Mr Lewis' as member of the Learning and Teaching Committee with immediate effect. The membership of the Learning and Teaching Committee to be revised for the academic year 12/13 as set out in the Appendix 1 below. The Committee also recommended that the terms of reference should be revised for the academic year 12/13 as set out in Appendix 2 below.

**Resource Implications**

None

**Risk Implications**

None

**Equality and Diversity**

None

**Discussion**

It is anticipated that this issue does not require discussion at Senate.

**Attachments**

A revised list of membership of the Learning and Teaching Committee for the academic year 12/13 as set out in the Appendix 1 and the revised terms of reference are set out in Appendix 2 below.

## Appendix 1

### **MEMBERSHIP OF LEARNING AND TEACHING COMMITTEE ACADEMIC YEAR 12/13**

Acting Pro-Vice-Chancellor (Academic) (Chair) - Professor N.J.F. Norris

Academic Director of Taught Programmes - Dr A. Longcroft

Academic Director of Postgraduate Research Degree Programmes – Dr N.Watmough

Academic Director of Partnerships - Mr I. Dewing

LTC Director of Staff Development - Mr P. Levy

Directors of University Services – Dr A. Blanchflower (Learning and Teaching Service) and Ms A. Rhodes (PGR, Partnerships, Equality and Diversity)

Director of Information Services - Mr J. Colam-French

Director of Library Services – Mr N. Lewis

Dean of Students - Dr A. Grant

Chair (Associate Dean) of the LTQ of each Faculty - Dr S. Inthorn (HUM); Mrs H. Gillespie (SSF); Dr B. Milner (SCI) & Mrs R. Doy (FMH)

UCS Representative - Mrs C. Dobson

City College Norwich Representative - Mr J. White

The Academic Officer of the Union of Students - Mr J. Bowker

One member nominated by the Students' Council – Ms M.Hughes

Two graduate students elected by the Graduate Students' Association - Mr J. Taylor and one tbc

Secretary - Ms Claudia Gray, Learning and Teaching Manager

## Appendix 2

### Terms of Reference

- (1) To define with the approval of the Senate, implement and review the University's strategies for learning and teaching, in line with the University's corporate strategy and taking into account Faculty and School strategic aims;
- (2) To develop policies, regulatory frameworks and Codes of Practice that secure the standards of the University's awards, assure the quality of the student experience and encourage innovation in learning and teaching;
- (3) To ensure compliance with those policies, regulatory frameworks and Codes of Practice through Learning and Teaching governance arrangements which comply with the University's Statutes;
- (4) To monitor the impact of those policies, regulatory frameworks and Codes of Practice on academic standards and the student experience including equality of opportunity, and to ensure that remedial action is taken where the outcomes do not meet University's requirements or those of external regulatory bodies (including those relating to disability and physical access to buildings);
- (5) To appoint examiners, on behalf of the Senate, for all taught and research programmes, on the recommendation of the responsible officer or body of the School;
- (6) In accordance with the above terms of reference, to consider matters brought forward for its attention by the Senate, the Academic Director of Taught Programmes and Academic Director of Research Programmes and the subcommittees of the Learning and Teaching Committee and to delegate matters appropriately for action;
- (7) To liaise with other agencies within the University on matters of mutual concern including matters of resource allocation as it effects the delivery of learning and teaching;
- (8) To consider and report annually to Senate upon:
  - (a) the maintenance of academic standards based on the outcomes of the University's external examiner reporting system  
and
  - (b) matters concerning the equality of opportunity of students.