

## **SEC13D03 Document C**

### **LEARNING AND TEACHING COMMITTEE**

#### **Membership Academic Year 2013/2014**

Pro-Vice-Chancellor (Academic) (Chair) - Professor N. Ward

Academic Director of Taught Programmes - Dr A. Longcroft

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

Academic Director of Partnerships – Professor I. Dewing

Dean of Students - Dr A. Grant

LTC Director of Staff Development - Mr P. Levy

Directors of University Services – Dr A. Blanchflower (LTS) and Ms H. Lewis (REN)

Director of Information Services - Mr J. Colam-French

Director of Library Services – Mr N. Lewis

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 – Ms L. Withers-Green

One member nominated by the Students' Council - tbc

Two graduate students elected by the Graduate Students' Association - Ms K. Hirst-Jones and one tbc

Secretary - Ms C.Gray, Learning and Teaching Manager

In attendance:

Mr C. J. Sharp, Head of Quality (LTS)

Mrs C. Sauverin, Head of Systems (LTS)

Mrs S. Walker, Head of Partnerships Office (LTS)

Dr V. Easson, Head of Postgraduate Research Students' Office

Ms J. Spiro, Student Support Manager, (UEA Union of Students)

Mr M. Perry, Academic Director, INTO

## LEARNING AND TEACHING COMMITTEE

Ex officio

- Pro-Vice-Chancellor (Academic) (Chair)
- Academic Director of Taught Programmes
- Academic Director of Postgraduate Research Degree Programmes
- Academic Director of Partnerships
- LTC Director of Staff Development
- Directors of University Services (LTS & REN)
- Director of Information Services
- Director of Library Services
- Dean of Students
- Chair (Associate Dean) of the LTQ of each Faculty
- The Academic Officer of the Union of UEA Students

UCS Representative  
City College Norwich Representative  
One member nominated by the Students' Council  
Two graduate students elected by the Graduate Students' Association

Secretary - Ms Claudia Gray, Learning and Teaching Manager

### **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.

Senate 24.6.98 :Minute 40  
Senate 23.6.99 :Minute 39(1)  
Senate 25.6.2003 :Minute 49  
Senate 2.3.05 : Minute 17  
Council 14.3.05 : Minute 30  
Senate 20.02.13 : Minute 23