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LEARNING AND TEACHING BOARD

LEARNING & TEACHING BOARD TERMS OF REFERENCE

The Learning & Teaching Board has responsibility for overseeing all aspects of the quality enhancement of Cardiff Metropolitan University's taught programmes. Reporting to Academic Board and as necessary referring issues of policy and strategy to Academic Board, it:

1. advises and reports to Academic Board on matters relating to quality enhancement policy, strategy and activity;
2. develops for Academic Board approval Cardiff Metropolitan University policy and strategy on learning, teaching and assessment and quality enhancement;
3. encourages within Cardiff Metropolitan University enhancements in the quality of learning and teaching as they apply to existing modes of study through, for example, recommending appropriate staff development and through the sharing of good practice, taking due regard of the requirements for delivery efficiency;
4. encourages and facilitates the development of effective and efficient modes of delivery;
5. undertakes the investigation, development and introduction into programmes of initiatives determined by Academic Board (such as Graduateness);
6. develops and/or otherwise specifies means whereby the effectiveness and efficiency of learning, teaching and assessment may be monitored, ensuring that good practice emanating from such monitoring is appropriately cascaded, and that problematic issues are actioned;
7. keeps abreast of initiatives emanating from outside Cardiff Metropolitan University in regard to academic delivery and acts upon associated information as necessary;
8. advises the Vice-Chancellor's Board and Academic Board on the requirements of all groups of students in regard to the appropriateness of the learning environment for taught programmes;
9. keeps abreast of developments in learning technology and learning methodology and disseminates information on such developments as necessary;
10. receives from Academic Quality & Standards Board, an appropriate analysis of all Annual Programme Reviews (APRs) and External Examiner Reports in order that the Learning & Teaching Board may fulfill its obligations in respect of quality enhancement;
11. ensures that good practice in regard to quality programme provision is disseminated;

12. ensures that any measures required to enhance external agencies' perception of Cardiff Metropolitan University programme quality and standards are put in place and resultant action plans are pursued;
13. ensures that appropriate action is taken in regard to enhancement issues raised by External Examiners;
14. considers and makes recommendations in regard to enhancement activities associated with collaborative provision;
15. receives, considers and monitors the Widening Access Strategy;
16. supports the implementation of any changes in quality enhancement processes and procedures as a consequence of the Quality Code and other such regulatory codes and guidance;
17. ensures necessary integration of new initiatives such as integration of key skills, development of programme specifications and progress files via incorporation into the requirements for validation and review;
18. advises the Director of Human Resources on staff development needs in areas associated with academic delivery and the learning environment;
19. considers, takes appropriate action and reports upon any issues referred to it by Academic Board.

Frequency of Meetings

At least five meetings per academic year.

Membership

Deputy Vice-Chancellor (Chair)	1
PVC (Research) (ex officio)	1
School Deputy/Associate Dean (L&T)	5
Dean of Learning & Teaching	1
Dean of Quality & Standards	1
Dean of Students	1
Dean of International Students	1
Head of Library & Information Services	1
Academic Staff member elected by Academic Board*	1
Student representative (nominated by the Student's Union)	1
Head of Collaborative Provision	1
Total	15

*through an annotated email vote after a nomination process whereby nominations will be called to be conducted by the nominated secretary of the board, who will send the nominations to the Secretary of Academic Board. Term of Office: 3 years with no three terms to be consecutive.

Vice-Chair

One member of the Board should be identified as Vice-Chair

Co-option

Up to 3 co-opted members who shall be at the discretion of the Chair.

Substitutes

Where a member is unable to attend substitution shall be at the discretion of the Chair.

In Attendance

Manager (Quality and Standards) or representative
Director of Strategy Development
Clerk to the Board

Observers

At the invitation of the Chair.

Quorum

Meetings shall be quorate if 50% or more members are present (excluding co-opted members).