



Swansea University
Prifysgol Abertawe

SWANSEA UNIVERSITY

LEARNING AND TEACHING QUALITY COMMITTEE

1. Reporting

The Learning and Teaching Quality Committee reports to the Senate.

2. Occurrence

The Committee should meet at least once each term. Special meetings may be called by the Chair of the Committee. The Committee shall use email circulation or telephone/video conferencing as appropriate to progress its business effectively.

Meeting dates for academic session 202-21 have been agreed for the 16 November 2020, 25 February 2021, 18 May 2021 and 13 July 2021.

3. Composition

The Committee membership consists of:

Chair - Pro-Vice-Chancellor (Education - with responsibility for Standards and Quality)

Deputy Chair, Director of SALT

Dean of Assessment and Feedback

College Directors of Learning and Teaching

Arts and Humanities

School of Management

Engineering

Human and Health Sciences

Law and Criminology

Medicine

Science

The College

Chair of the Programme Management Board

Chair of the Programme Approval Committee

Chair of the Academic Regulations and Cases Board

Chair of the Collaborative Partnership Board

Chair of the Progression and Award Board

Chair of the Academic Data Quality Committee

Chair of the Postgraduate Research Committee

Director of Academic Services

Head of Swansea Employability Academy (SEA)

Director of SALT
Head of Swansea Academy of Inclusivity and Learner Success (SAILS)
Head of Academi Hywel Teifi
Director of Student Services (or nominee)
Head of Specialist Support and Inclusivity
Director of Information Services & Systems (or nominee)
Director of Estates and Facilities management (or nominee)
Timetabling and Learning Environment Manager
Head of Academic Quality Services
Head of ELTS

Director of Academic Integrity
Principle/Director of The College (or nominee)
Students' Union President
Students' Union Education Officer
Students' Union Welsh Affairs Officer
Students' Union Student Voice Co-ordinator
College Representatives (max.3)

In attendance – Secretary to Learning and Teaching Quality Committee.; a member of Academic Quality Services

There should be 'due regard' to the provisions of the Equality Act 2010.

5. Attendance

At the discretion of the Chair other University officers, as may be appropriate, shall be invited to attend meetings.

6. Quorum

One third of the membership of the Committee will form a quorum. Decisions may be deferred if key members of the Committee are not present.

7. Purpose

The purpose of the Learning and Teaching Quality Committee is to have strategic oversight and maintenance of matters relating to the University's quality assurance and enhancement of awards made in the name of the University; its learning, teaching and assessment at all levels of study; and the enhancement of the student experience.

8. Terms of Reference

The duties of the Committee under the authority delegated to it by Senate shall be:

- To oversee the implementation of relevant objectives of the University's Strategic Plan 2020 and to make recommendations to Senate on significant new strategic priorities as may be identified in relation to learning, teaching

and assessment, and assuring standards and quality of the University's awards;

- To oversee the bestowing of all Awards and to ensure that the standards and quality of the awards made are protected and maintained at all times in accordance with Statutes, Ordinances, academic regulations and procedures; and to consider and make recommendations to Senate on the approval of new award nomenclature;
- To own, maintain and report upon the University's regulatory, quality assurance and learning, teaching and assessment framework for all taught and research programmes, including all forms of collaborative provision in the UK and overseas, and to review the frameworks regularly to take due account of national developments and external reference points, such as the QAA and relevant external agencies, professional and statutory bodies;
- To regulate the development, approval, implementation and monitoring of effective strategies, policies and procedures with regard to learning, teaching and assessment, enhancement of the student experience, external examining and procedures for academic monitoring and review through the use of relevant sub committees and working groups and the new Academics as enabling vehicles;
- To have oversight of the University's academic data landscape through the full range of key performance indicators and reports, and the compliance of Colleges with the requirements of the regulatory and quality assurance frameworks and learning and teaching policies to ensure the standards of awards;
- To have oversight of the introduction, withdrawal and suspension of programmes and amendments to existing programmes;
- To have oversight of the effective, innovative and inclusive learning, teaching and assessment practices and a student experience that is research-led and practice-driven that makes use of technology enhanced learning; and to oversee approaches to supporting the professional development of those involved in learning, teaching and assessment;
- To have oversight of the College and Institutional responses and their associated action plans to issues raised by students via Student Surveys; to oversee and co-ordinate the University's response to external review at institutional and subject level as well as the Teaching Excellence & Student Outcomes Framework (TEF);
- To consider and make decisions on matters referred to it by Senate, its sub-committees, reporting committees, working groups and relevant external bodies and to determine a course of action;
- To have oversight of the decisions made by the Committees' sub-committees and advisory boards via their delegated authority;
- To liaise with and refer matters of interest to other Senate Committees;
- To receive, via the Chair, any expression of concern from staff, students, External Examiners or other external bodies relating to the assurance of the quality and standards of the awards made in the name of the University.

8.1 Sub Committees/ Groups and their remit

Sub Committees

- Academic Regulations and Cases Board
- Collaborative Partnership Board
- Programme Management Board
- Progression and Awards Board
- Programme Approval Committee
- Postgraduate Research Committee
- Academic Data Quality Committee
- School/College Learning and Teaching Committees
- LT Management Board
- Work Based and Placement Learning Group
- SEA Management Board
- SAILS Management Board College Learning and Teaching Committees
- Academic Hywel Teifi Management Board
- *Academic Advisory Committee*

Working Groups (Exception Reporting)

- Directors of Learning and Teaching Working Group
- Learning Innovation Working Group
- Learning Spaces User Working Group
- Module Feedback Review Working Group
- Degree Apprenticeship Strategy Working Group
- Timetable Advisory Working Group

8.2 Other

To consider any other matters referred to the Committee by Senate.

8.3 Effectiveness Review

- (i) To review annually the effectiveness of the Committee against its terms of reference and propose any recommendations for change to Senate.

8.4 Powers

- (i) To act with authority delegated by Senate;
- (ii) To set up such task and finish groups as are necessary to expedite the Committee's business;

Submitted for approval to Senate : ..October 2020

Approved by Senate: 25 .November 2020

Next Review Date:October 2021