

## Board of Management Learning & Teaching Committee

<b>Date of Meeting</b>	<b>Wednesday 5 September 2018</b>
<b>Paper No.</b>	<b>LTC1-D</b>
<b>Agenda Item</b>	<b>6</b>
<b>Subject of Paper</b>	<b>Committee Terms of Reference</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Paul Clark, College Secretary/Planning</b>
<b>Date of production</b>	<b>21 August 2018</b>
<b>Action</b>	<b>For Discussion/Decision</b>

### 1. Recommendations

1. To recommend the revised Committee Terms of Reference for approval by the Board of Management, following the addition of one item (highlighted) as agreed by the Committee.

## **1. Purpose of report**

2.1 To approve the amended Committee Terms of Reference.

## **2. Context**

3.1 It is a matter of good governance for all Board Committees to review their Terms of Reference on a regular basis, and it is noted that this exercise has not been undertaken since December 2013.

3.2 At the Committee meeting in April 2018, the Committee agreed to add oversight of articulation partnership arrangements to the Terms of Reference.

3.4 The revised Terms of Reference as attached addresses the above change.

## **3. Impact and implications**

4.1 Regular review of Committee Terms of Reference will ensure that the delegated responsibilities of the Committee is appropriate in the current context, and reflects good Board and Board Committee practice.

4.3 All Board Committees will be reviewing their Terms of Reference during the current cycle of Committee meetings, prior to final approval by the Board. This is part of an overall review of the Board's Standing Orders and Scheme of Delegation as per government guidance issued in December 2015 (to be presented to the full Board of Management in due course).

**Appendix:**

**Committee Terms of Reference DRAFT (amended as at 3.2 above)**

**CITY OF GLASGOW COLLEGE**  
**Learning and Teaching Committee of the Board of Management**

**Terms of Reference**

1. To provide reports, advice and recommendations to the Board of Management on academic policies and procedures, on matters relating to the curriculum, quality and learning, teaching and support, and on the role and composition of the Academic Board.
2. To undertake high level review of:
  - key aspects of academic performance, including student retention, progression, attainment and achievement;
  - performance on admissions, access and inclusion;
  - arrangements for articulation and partnership
  - approaches to learning and teaching, including the use of IT resources
  - the volume and themes of student complaints, and their handling and outcomes.
3. To reflect on trends in education and encourage innovation and curriculum development to ensure that the College is successfully serving the needs of its internal and external stakeholders and is preparing effectively to meet future needs.
4. To maintain an overview of academic quality assurance and improvement standards and outcomes by reviewing reports from the Academic Board and other relevant sources, both internal and external, including feedback and evaluation from student and stakeholder surveys.
5. To maintain oversight of articulation partnership arrangements.
6. To review student induction and support mechanisms.
7. To consider matters concerning student discipline.
8. To monitor the conduct of the academic appeals process.