

Board of Management Learning & Teaching Committee

Date of Meeting	Tuesday 23 April 2019
Paper No.	LTC4-C
Agenda Item	5
Subject of Paper	Committee Terms of Reference Review
FOISA Status	Disclosable
Primary Contact	Paul Clark, College Secretary/Planning
Date of production	April 2019
Action	For Discussion and Decision

1. Recommendations

1. To consider the Committee Terms of Reference and recommend for approval subject to any agreed changes.

2. Purpose of report

2.1 It is good practice for Board Committees to review their Terms of Reference on a regular basis. The Committee is invited to consider the Terms of Reference, and recommend to the Board of Management for approval subject to any agreed changes.

3. Context

3.1 The committee Terms of Reference were reviewed and agreed in session 2017-18, and approved by the Board of Management in June 2018.

3.2 The Committee Terms of Reference constitute the Committee's remit, and are included in the College's Articles of Governance, specifically referred to in the Scheme of delegation thus:

“ 2.3 Each Committee and Sub Committee shall have a clearly defined remit which shall clearly set out the duties and responsibilities delegated. The remit must be approved by the Board. The Committee may suggest amendments to the remit, but any amendments must be approved by the Board before they are implemented.” (CoGC Scheme of Delegation, 2016).

3.3 All Committee Terms of Reference are published on the College website.

4. Impact and implications

4.1 Regular review of Committee Terms of Reference will ensure that this important aspect of governance is appropriate to the delegated responsibilities of Committees, and reflects Board and Board Committee practice.

4.2 All Board Committees will be reviewing their Terms of Reference during the current cycle of Committee meetings, prior to final approval by the Board.

Appendices:

Appendix 1: Committee Terms of Reference

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.