Board of Management
Learning & Teaching Committee

Date of Meeting	**Tuesday 8 September 2015**
Paper No.	**LTC1-C**
Agenda Item	**5**
Subject of Paper	**Committee Programme of Work**
FOISA Status	**Disclosable**
Primary Contact	**Paul Clark, College Secretary/Planning**
Date of production	**August 2015**
Action	**For Approval**

1. Recommendations

1. That the Committee reviews and approves the attached Programme of Work draft subject to ongoing development.

2. Purpose of report

The purpose of this report is to provide the Committee with a draft schedule of approvals and other work for 2015-16, for discussion and further development.

3. Context

3.1 The Programme of Work is intended to ensure that the Committee plans essential work and approvals to ensure that these key responsibilities are not overlooked, and that they are visible in the interests of good governance practice, transparency, and communication.

3.2 The Internal Audit Report of Risk Management and Governance of March 2014, while noting evidence of good practice, identified a "small number of improvement opportunities" for governance arrangements. The report included a recommendation that the Board of Management Committees develop programmes of work for each academic year.

3.3 The attached draft Programme of Work includes the terms of reference for the Committee, together with the required approvals as recorded in the Board Schedule of Approvals, and will also include any additional report submissions, performance information, and other assurances required by each Committee on behalf of the Board of Management.

4. Impact and implications

4.1 In adopting the Programmes, the responsibilities and requirements of each Committee is made clear. This enables effective work planning and timetabling to be undertaken, as well as providing a transparent indication to all of the work being done by the Board and its Committees.

4.2 This also provides clear information, relating to their responsibilities, to other Board members, prospective Committee members and conveners, as well as new Board and Committee members.

Appendices:

Appendix 1: Learning and Teaching Committee Programme of Work 2015-16

BOARD OF MANAGEMENT – LEARNING & TEACHING COMMITTEE

CONVENER:	Jim Gallacher

VICE CONVENER:	David Eaton

MEMBERS:	Paul Little, Stuart Patrick, Ian Gilmour, Ruta Simonyte

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 ICT;
   - 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 review student induction and support mechanisms.

6. To consider matters concerning student discipline.

7. To monitor the conduct of the academic appeals process.

PROGRAMME OF WORK			
Task	**Presented for Consideration**	**Task Completed**	**Commentary**
STANDING ITEMS			
City Learning & Industry Academy Update			
Curriculum Performance Report			
Regional Curriculum			
Developing Scotland's Young Workforce			
Pedagogy & Innovation			
Academic Board			
Strategic Risk Review every 2nd meeting			
Committee Self Evaluation (once per year.			
SCHEDULED ITEMS			
8 September 2015			
Committee Annual Report			
Programme of Work			
Interim Academic Performance Report 14-15			
Education Scotland: AEV & External Review			
Report on Academic Appeals			
Reflections Questionnaire			
17 November 2015			
CoGC SFC PIs			
Report on First Impressions Questionnaire			
Performance Review 1 Report			
Strategic Risk Review			

23 February 2016			
Report from Learning & Teaching Questionnaire			
Performance Review 2 Report			
SFC PIs by Ed Scotland Category			
CoGC PIs			
3 May 2016			
Strategic Risk Review			