CITY OF GLASGOW COLLEGE

Board of Management
Learning and Teaching Committee

Date of Meeting	**Tuesday 3 May 2016**
Paper No.	**LTC4-C**
Agenda Item	**5**
Subject of Paper	**Committee Terms of Reference**
FOISA Status	**Disclosable**
Primary Contact	**Paul Clark, College Secretary/Planning**
Date of production	**20 April 2016**
Action	**For Approval**

1. Recommendations

1. To approve the Committee Terms of Reference, following one minor change 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 September 2016, the Committee agreed to omit the phrase "including the use of ICT" at para 2 bullet point 4.

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 (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
   • 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.