

**GLASGOW KELVIN COLLEGE**  
**BOARD OF MANAGEMENT**  
**LEARNING AND TEACHING COMMITTEE**  
**TERMS OF REFERENCE**

**1. Membership**

- 1.1 The membership shall be a minimum of five non-executive members.
- 1.2 The Chair of the Committee may invite members of the College's staff or external advisers to attend the meeting in order to provide specialist advice or information to assist in the consideration of the business of the committee.
- 1.3 The Board of Management may co-opt up to two persons from outwith the College for a period of up to two years.

**2. Chair of the Committee**

The Chair of the Committee will be appointed by the Board.

**3. Quorum**

The quorum shall be five non-executive members.

**4. Voting Rights**

Voting rights rest only with committee members who are full members of the Board of Management.

The Chair of the Committee possesses both a deliberative and a casting vote.

**5. Meetings**

The Committee will meet a minimum of four times in an academic year.

## **6. Remit**

- 6.1** To receive reports on matters related to teaching, learning and assessment and the development of vocational skills.
- 6.2** To provide guidance to the Board of Management on the academic aims, objectives and future educational direction of the College.
- 6.3** To comment on internal information relevant to the learning and teaching direction of the College.
- 6.4** To review College self-evaluation reports and quality enhancement plans.
- 6.5** To offer guidance to the Board of Management on the provision of Student Support Services including advice/guidance, flexible learning and enhanced learning support.
- 6.6** To receive a report annually on progress against planned objectives and associated Key Performance Indicators for academic and student support function areas.
- 6.7** To review curricular and student support policies prior to their consideration by the Board of Management.
- 6.8** To review, appraise and comment on matters pertaining to learning and allied wider interests of students and staff.
- 6.9** To consider external information relevant to the academic direction of the College including Scottish Government, Scottish Funding Council and Education Scotland Review and Aspect Tasks reports;
- 6.10** To offer guidance to the Board of Management about the College's approach to periodic quality reviews.
- 6.11** To consider the strategic policies related to the College's Access and other Welfare-related Funds and trusts which promote student welfare.
- 6.12** To ensure that the voice of College students and the quality of the student experience is central to Board of Management considerations and decisions.
- 6.13** To consider the outcome of student surveys and other student engagements, and monitor action plans that could impact on the quality of the student experience.
- 6.14** To encourage a strong and effective Students' Association and ensure that it operates in a fair and democratic manner and fulfils its responsibilities, including review of its written constitution at least every five years.

- 6.15** To undertake an annual self-evaluation of the Learning and Teaching Committee as part of the Boards annual self-evaluation.

## **7. Risk Management**

To notify the Board of Management any specific areas of risk identified by the Committee for its own area.

## **8. Reporting**

The Chair of the Committee shall report on Committee business to the Board of Management with such recommendations, as Committee may deem appropriate recognising that any recommendations which have a material impact on the College must be referred and approved at the full Board.

The agendas, associated papers and minutes for this Committee will be made available in accordance with the Board of Management's Standing Orders and Freedom of Information Publication Scheme.

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| <b>Reviewed by the Learning and Teaching Committee:</b> | <b>Dec 19</b>     |
| <b>Date of Next Review:</b>                             | <b>March 2023</b> |
| <b>Approved by the Board of Management:</b>             | <b>March 2020</b> |