

STUDENT LEARNING EXPERIENCE COMMITTEE

Terms of Reference 2019/20

1 Constitution and purpose	
1.1	This group has been constituted as a formal sub-committee of the University Committee for Learning and Teaching in order to progress operational matters, such as policy development, on behalf of the Committee.
2 Remit	
2.1	The Student Learning Experience Committee is a constituted committee of the University Committee for Learning and Teaching, and operates with the delegated authority of the Committee. Its core remit – and its principal function – is to support the Committee in operationalising the Learning and Teaching Strategy.
2.2	This remit is fulfilled through the following functions: <ul style="list-style-type: none">i) Take forward initiatives related to the student learning experience, both undergraduates and postgraduate taught students¹;ii) Develop and review codes of practice, policies and procedures related to learning and teaching which support the implementation of the University's strategic objectives;iii) Develop performance indicators for measuring the quality of the student learning experience;iv) Contribute to the continuous improvement of learning and teaching through engaging staff and students in enhancement, providing a forum for sharing best practice and encouraging a cultural ethos of valuing and promoting learning and teaching;v) Oversee and manage the development and ongoing enhancement of the physical and virtual learning environment at all of the University's campuses, making recommendations on such to the University Committee for Learning and Teaching;vi) Communicate and consult effectively and efficiently across the University on proposals related to learning and teaching in general or the student learning experience in particular;vii) Receive and consider reports and recommendations from the Student Survey Management Group, Digital Learning Forum, Learning & Teaching Enhancement Fora and other groups as appropriate;viii) Provide a report from each meeting, and proposals for consideration and approval as appropriate, to the University Committee for Learning and Teaching;

¹ The quality of the PGR student experience is encompassed within the remit of University Committee for Research and Innovation (Research Degrees Committee).

- ix) Receive and consider reports and recommendations from the University Committee for Learning and Teaching; and
- x) Undertake any other task as required by the University Committee for Learning and Teaching in relation to learning and teaching in general and the student learning experience in particular.

3 Membership

The membership shall include:

- 3.1 The Deputy Principal (Learning and Teaching)
- 3.2 The Assistant Deputy Principal (Learning and Teaching) (Chair)
- 3.3 Directors of Learning and Teaching from each of the five Schools
- 3.4 Director of the Learning & Teaching Academy
- 3.5 Deputy Registrar, Student Services
- 3.6 The Student Experience Manager
- 3.7 Quality Assurance Manager
- 3.8 The Director of Information Services or nominee
- 3.9 The Head of Academic Quality
- 3.10 The Deputy Vice-Principal, Dubai
- 3.11 The Deputy Provost, Malaysia
- 3.12 The Chair of the Digital Learning Forum Group or nominee
- 3.13 The Chair of the Student Survey Management Group or nominee
- 3.14 The President of the three Student Representative Bodies
- 3.15 Staff members who support the three Student Presidents
- 3.16 Learning and Teaching Quality Enhancement Officer, Academic Quality (Clerk)

4 Quorum and voting

- 4.1 The quorum is five full members of the Committee, at least three of whom shall be School representatives (the Chair is a full member of the Committee).

5 Committee Chair

- 5.1 The Chair of the Committee shall be appointed by the University Committee for Learning and Teaching.
- 5.2 In the absence of the Chair of the Committee, members shall elect from among the full members of the Committee who are present at the meeting a person to act as Chair for the meeting or until such time as the Chair of the Committee arrives.

6 Frequency

- 6.1 The Committee will meet four times per Academic Year, with meetings scheduled to align with meetings the University Committee for Learning and Teaching. It is envisaged that the meetings will take place in the following months:
- September;
 - December;
 - January
 - April.
- 6.2 Additional meetings may be held, at the request of the Chair of the Committee, in order to meet business requirements.
- 6.3 Out with formal business meetings, the Committee will undertake, through consultation, the development of academic policies, procedures and processes. An annual schedule of policy development will be presented for consideration and approval at the September meeting. Proposed policies, procedures and processes will be presented for consideration at a scheduled business meeting of the Committee.

7 Reporting procedures

- 7.1 The Chair, with support from the Clerk, will submit reports to the University Committee for Learning and Teaching based on the Committee's Minutes. Matters requiring the University Committee for Learning and Teaching's approval will be highlighted in the report; supporting documentation will be provided as appropriate.
- 7.2 The Committee has traditional/formal minutes in accordance with internal University guidance on: style; and requirements regarding Data Protection and Freedom of Information legislation.

Supporting Information

Groups feeding into the Student Learning Experience Committee

Student Survey Management Group
 Digital Learning Forum
 Learning & Teaching Enhancement Fora (Dubai; Malaysia; UK)

Effectiveness and lifespan

Lifespan ongoing. Effectiveness formally reviewed every two years.

Actions that may be taken by the Committee

The Student Learning Experience Committee may:

- Note
- Receive
- Consider
- Endorse
- Approve
- Recommend
- Reject

Most appropriate minuting style

Traditional/formal minutes in accordance with internal University guidance.

Resources

Clerk	Dr Ian Glen Learning and Teaching Quality Enhancement Officer, Academic Quality
Meetings	Four times per Academic Year