

Transition Board – Shetland Merger Project

Committee	Learning, Teaching and Research Sub-committee
Subject	Committee Terms of Reference
Action requested	<input checked="" type="checkbox"/> For information only <input type="checkbox"/> For discussion <input type="checkbox"/> For recommendation <input type="checkbox"/> For approval
Brief summary of the paper	To note terms of reference for the Learning Teaching and Research Sub-Committee.
Resource implications [if yes, please provide detail]	No Click here to enter text.
Risk implications [if yes, please provide detail]	No
Date paper prepared	03-Feb-21
Date of committee meeting	10-Feb-21
Author	Jane Lewis
Equality and diversity	No
Status	Non-confidential
Freedom of Information Can this paper be included in 'open' business?*	Yes
Status following the meeting	

Learning, Teaching & Research Committee

Terms of Reference

Date first approved	23 rd September 2020
Review Officer	
First review date	August 2021
Date review approved by BOM	
Next review date	

Constitution

The Transition Board has established a committee known as the learning, Teaching & Research Committee. The quorum for all meetings of the committee shall be three members who are entitled to vote, including at least one who is neither a member of staff nor a student member.

The Committee may be attended, at the invitation of the Chair by members of the College's academic and support staff or by external advisers. The purpose of such an invitation will be to provide specialist information and advice to assist the Committee in its deliberations. Individuals attending on this basis may not vote on any decision made by the Committee.

Membership

Not less than five Board Members, including the Principal, the Teaching Staff Representative and the Student Representatives.

Chair	Karen Hall
Board members	Cally Mair, Student Representative Flo Jansen, Student Director Beth Mouat, Staff Director John Goodlad, Director Lauren Doughton, Director Principal Designate – Jane Lewis
Ex Officio	Board Secretary - <i>TBC</i>
Staff in attendance	Susan Berry, Willie Shannon, Saro Saravanan, Kevin Briggs

Frequency of Meetings

The Committee shall meet no less than four times each year.

Remit

The Committee has overall responsibility for monitoring the direction and performance of learning, teaching and research at the College.

The Learning, Teaching and Research Committee shall:

1. Oversee the development and implementation of the various strategies aligned to the committee and monitor their performance against targets
2. Recognise trends in education and research and recommend specific initiatives in the College.
3. Monitor student recruitment, retention and achievement and any actions identified
4. Monitor the progress of the annual Student Partnership agreement

5. Monitor data relating to the student experience and performance at the College
6. Ensure that the college continues to maintain and improve the quality of its provision.
7. Monitor the College's preparedness for the ongoing, external scrutiny of its provision.
8. Monitor the development of the College's International links
9. Monitor the Curriculum to ensure that the College meets the needs of students, stakeholders and the local community
10. Receive and consider information on research activity in the college including funding, curriculum support, student journey, professional development and stakeholder engagement
11. Review the results of the external verification visits carried out throughout the year
12. Monitor the level and type of complaints received
13. Receive regular reports from HISA and monitor the college response to student concerns.