

Learning, Teaching, & Research Committee Terms of Reference

Date first approved	23 rd September 2020
Review Officer	
First review date	February 2022
Second review date	April 2022
Date review approved by BOM	May 2022
Next review date	October 2022
2022-2023 Review Dates	March 2023, June 2023
Updated at Committee	June 2023
2023-2024 Review Date	March 2024, June 2024
2024-2025 Review Date(s)	January 2025, June 2025

Constitution

The Board of Management has established a committee known as the Learning, Teaching & Research Committee. The quorum for all meetings of the committee shall be:

- three board members, with
- at least one from the 'Other Board Members' group or the committee chair, with
- at least 50% of board members present being Independent Directors, whilst
- discounting any Ex-Officio members present

The Committee may be attended, at the invitation of the Chair by members of the Shetland UHI'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 prescribed roles of:

- Teaching Staff Director
- Student Director, the HISA Shetland Depute President
- Student Director, as nominated by HISA.

The Principal is an ex-officio member

Committee Role	Name
Chair	Karen Hall
Vice-Chair	Valerie Nicolson
Prescribed Board members	Student Director – Harley Green Student Director – vacant Teaching Staff Director – Simon Clarke
Other Board Members	John Goodlad – Independent Director Daniel Lawson – Independent Director Andrew Garrick – Independent Director Andrew Anderson – Trade Union Director (Teaching Staff)
Ex Officio	Principal – Jane Lewis
Management Team Member	Depute Principal Education – Laura Burden Depute Principal Education (Maternity Cover) – Kevin Briggs
Staff in attendance	Board Secretary – Matt Sierocinski King

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 Shetland UHI.

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 Shetland UHI.
3. Monitor student recruitment, retention and achievement and any actions identified
4. Monitor the progress of the annual Student Partnership agreement
5. Monitor data and action plans relating to the improvement of the quality of student experience and performance at Shetland UHI
6. Ensure that the Shetland UHI continues to maintain and improve the quality of its provision.
7. Monitor the Shetland UHI's preparedness for the ongoing, external scrutiny of its provision.
8. Monitor the development of Shetland UHI's International links
9. Monitor the Curriculum to ensure that Shetland UHI meets the needs of students, stakeholders and the local community
10. Receive and consider information on research activity in the Shetland UHI 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 Shetland UHI response to student concerns.