

## **LEARNING, TEACHING AND ASSESSMENT COMMITTEE – TERMS OF REFERENCE**

### **Responsibility of the Committee**

The Learning, Teaching and Assessment Committee is a sub-committee of Academic Board responsible for:

1. Developing for approval by Academic Board the Arden University Learning and Teaching Strategy; and Assessment Strategy, ensuring its strong focus on improving student outcomes
2. Implementing and ensuring the currency of the Arden University Learning and Teaching Strategy; and Assessment Strategy.
3. Advising Academic Board on the regulatory infrastructure as it relates to learning teaching and assessment.
4. Identifying academic staff development needs to enhance the quality of learning, teaching and assessment for Arden students
5. Promoting and disseminating innovation in learning, teaching, assessment and programme design
6. Supporting and promoting pedagogical research and scholarly activity
7. Identifying and developing enhancements to the quality of learning, teaching and assessment based on student feedback from a variety of sources (e.g. NSS, End of Module Evaluations) and reporting overall progress to Arden's Student Experience Committee
8. Advising other relevant committees and departments of decisions affecting operations pertaining to learning, teaching and assessment

### **Composition**

- Chair: **Dean of Learning and Teaching/Deputy PVC Academic**
- Deputy Chair: (nominated HOS-in addition to those below) Faculty Representatives: (Two from each Faculty: HOS/DHOS)
- Director of Library Services or nominee
- Head of the Berlin Campus or nominee
- Head of Academic Professional Development
- Director of Academic Resources or nominee
- All Programme Leaders
- Two other members of academic staff appointed by Chair of Academic Board (preferably Senior Lecturer or Lecturer (permanent staff))
- Academic Registrar or nominee
- Head of Quality or nominee
- Director of Student Experience or nominee
- Director of IT or nominee
- Director of CILT
- Student Representative Vice Presidents (Distance Learning/Berlin/Blended Learning)

The Committee will appoint a Head of School as Deputy Chair.



Co-opted staff members will be appointed for two years which may be renewed.

**Frequency of Meetings**

Meetings will be held four times per year. Where decisions are required between meetings then the business will normally be transacted online.

**Quorum**

The quorum is 50% of the membership.

**Last approved by Academic Board: September 2021**