

TEACHING COMMITTEE

Chairperson:

Dean of Teaching

Members:

- Head of Business Head of IT
- Head of Health & Social Care
- Assessors
- Internal Verifiers
- Tutors
- Student Welfare Officer
- Student representatives

Frequency of Meeting:

Termly

Responsible To:

Academic Committee

Purpose

The Teaching committee is responsible to the Academic committee for managing the day-to-day academic quality and standards of provisions and for ensuring effective engagement with students on teaching/learning and programme related matters. The Teaching committee supports the Dean of Teaching in the effective management of teaching and learning and in programme design, approval and implementation.

Terms of reference

1. Responsibility for the quality delivery of the academic programmes and to ensure students are well informed of their progress and that their progress is being monitored.
2. To consider the on-going development, content and delivery of teaching and learning to ensure robust academic quality, standards and student learning experience.
3. To ensure that teaching and learning and programmes are operating in accordance with the College academic policy and regulatory framework.
4. Annual Programme Evaluation:
 - To endorse the Annual Programme Monitoring Review (AMPR) for submission to the Examination and Assessment committee
 - To ensure the effective implementation of programme related actions and to escalate broader issues with departmental management.
 - To track progress on all actions as a standing agenda item
 - To update the action plan as issues arise during the year, including those from Student Academic-Staff Liaison committee
 - To ensure effective communication on actions with the student body

5. To report on teaching and peer observation activities ensuring, for example, delivery mechanism is effective in relation to course content and teaching/learning objectives set within the context of Teaching and Learning Strategy.
6. To develop and monitor CPD programmes for the continuous improvement of teaching standards.
7. To consider all student feedback arising through Student-Academic Staff Liaison committees, surveys and module evaluations and ensure that appropriate actions are in place and recorded, escalated where necessary.
8. To keep under review the student profile, recruitment and market for the programme.
9. To respond to any Academic committee or Examination and Assessment committee request for input to College consultations on academic policy and regulation ensuring that assessments are fair, appropriate, consistent and in line with course learning criteria.
10. To consider external examiners reports and to provide draft responses to the Examination and Assessment committee.
11. To consider special schemes of study for individual students for approval by the Academic committee, as part of reserved business.
12. To conduct other functions when directed by the Executive committee

Reviewed July 2017

