

Purpose of the TLMG

The TLMG brings together representatives from the four Faculties and relevant areas of the central PSS to ensure the consistent implementation of policies and procedures relating to the following business areas and activities:

- Teaching and learning policies and procedures
- Quality framework
- Undergraduate and Postgraduate Taught Degree Regulations
- Student Charter
- eLearning (via a sub-group, the eLearning Management Group – see below)

The Group reports, via the Chair, to the SEMG and the Teaching and Learning Group.

Role of the TLMG

The TLMG has the following responsibilities in relation to the areas set out above:

- To ensure the consistent implementation of approved policies and procedures;
- To make recommendations to the TLG for the development of new, and the review of existing, policies and procedures;
- To improve the efficiency and consistency of key business processes;
- To facilitate the identification and dissemination of good practice;
- To explore opportunities for enhancing the student experience;
- To ensure strong communication between the constituencies represented on the Group and reinforce the single team approach;
- To monitor and evaluate progress in key activities;
- To report to, and act on the direction of, the Teaching and Learning Group and the Student Experience Management Group as required.

Role of TLMG members

- To attend scheduled meetings of the group or provide an alternative where necessary.
- To represent the views of their respective Faculty or office to inform discussions and decision-making.
- To undertake such consultations as appropriate and to feed back to the group.
- To be informed about issues relating to the business areas and activities of the group and be able to represent their Faculty or office across these areas.
- To feed back developments and progress to their respective Faculty or office.
- To ensure agreed actions are implemented.

Membership of the TLMG

Louise Walmsley, Director of Teaching and Learning Support (Chair)

Faculty Teaching and Learning Managers or equivalent

- TBC and Sue Knight, MHS
- Emma Rose and Lisa McAleese, Humanities
- Carol Rowlinson, FLS
- Sarah Lister, EPS

Emma Hilton Wood, Head of Academic Policy, TLSO

Geoff Carter, Teaching and Learning Manager (Quality), TLSO

Head of Student Services Delivery, Mike Mercer

Sian Nash, Head of the Student System Office

Luke Newton, Education Officer, UMSU

Administrative support is provided by the TLSO

Role of the eLMG

The eLearning Management Group (eLMG) is a sub-group of TLMG which brings together representatives from the four Faculties and relevant areas of the central PSS to co-ordinate the delivery of eLearning applications and their successful use as follows:

- To monitor the delivery of existing eLearning applications and associated service levels;
- To improve the efficiency and consistency of key business processes;
- To undertake investigations and provide information as requested by the MLE Strategy Group. This includes the assessment, prioritisation of Blackboard change or development requests for consideration by the MLE Strategy Group;
- To Progress the implementation of agreed change/development requests and associated operational issues, managing schedules and risks;
- To facilitate the identification and dissemination of good practice;
- To explore opportunities for enhancing the student experience;
- To ensure strong communication between the constituencies represented on the Group and reinforce the single team approach;

Role of eLMG members

- To attend scheduled meetings of the group or provide an alternative where necessary.
- To represent the views of their respective Faculty or office to inform discussions and decision-making.
- To undertake such consultations as appropriate and to feed back to the group.
- To be informed about issues relating to the business areas and activities of the group and be able to represent their Faculty or office across these areas.
- To feed back developments and progress to their respective Faculty or office.
- To ensure agreed actions are implemented.

Membership of the eLMG

Louise Walmsley, Director of Teaching and Learning Support (Chair)

Faculty Teaching and Learning eLearning Managers

- Diane Bennett, MHS

- Cath Dyson, Humanities
- Ian Miller, FLS
- Alison Hamilton, EPS

Allan Copley, Head of Applications Support and Development, IT Services

Sarah Rayner, JRULM

Geoff Carter, Teaching and Learning Manager (Quality), TLSO

By invitation: Peter Lythgoe, MBS eLearning specialist

Administrative support is provided by Kim Comer of the TLSO

Timetabling Management Group

Purpose of the Timetabling Management Group (TMG)

The TMG brings together representatives from the four Faculties and relevant areas of the PSS to oversee the annual timetabling schedule, the implementation of the Policy on Timetabling, and to make recommendations for future business improvements for timetabling and room booking.

The Group reports, via the Chair, to the Timetabling and Shared Learning Spaces Group (TSLSG) and the Student Experience Management Group (SEMG).

Role of the TMG

The TMG has the following responsibilities in relation to timetabling and room bookings:

- To ensure the consistent implementation of the Policy on Timetabling and related procedures.
- To make recommendations to the TSLSG for the development of new, and the review of existing, policies and procedures.
- To improve the efficiency and consistency of key business processes, making recommendations to the TSLSG for future business improvements as required.
- To facilitate the identification and dissemination of good practice.
- To ensure that the timetabling and room booking system meets the needs of students and to explore opportunities for enhancements.
- To ensure strong communication between the constituencies represented on the Group and reinforce the single team approach.
- To monitor and evaluate progress in key activities.
- To report to, and act on the direction of, the TSLSG and the SEMG as required.

Role of TMG members

- To attend scheduled meetings of the group or provide an alternative where necessary.
- To collect feedback from colleagues within their respective Faculty or Directorate, and to represent the views of their respective Faculty or Directorate to inform discussions and decision-making.
- To undertake such local consultations as appropriate and to feed back to the group.
- To be informed about issues relating to the business areas and activities of the group and be able to represent their Faculty or Directorate across these areas.

- To feed back developments and progress to their respective Faculty or Directorate.
- To ensure agreed actions are implemented.

Membership of the TMG

Director of Teaching and Learning Support (Chair), Louise Walmsley

Up to two PSS representatives per Faculty

Timetabling Manager, Directorate of Estates and Facilities (to be appointed)

Director of IT Services or nominee

Head of Student Services Delivery, Division of Student Admissions and Administration, Mike Mercer

Head of the Student System Office or nominee

Administrative support is provided by the Timetabling Coordinator, Directorate of Estates and Facilities (to be appointed)