

School of Environment, Education and Development
Terms of Reference

School T&L Committee

Purpose

This terms of reference sets out the rules of operation for the School Teaching and Learning Committee (STLC) in SEED.

Chair

Director of Teaching and Learning

Members

Associate Director of T&L; Employability and Professional Learning

Associate Director of T&L; Online Learning

Associate Director of T&L; Initial Teacher Education

Associate Director of T&L: Teaching Assistants

Associate Director of T&L: Widening Participation

T&L Director – Architecture

T&L Director/s – Geography

T&L Director – GDI

T&L Director/s – Manchester Institute of Education

T&L Director/s – Planning and Environmental Management

Head of Student Experience

Student Support Manager

PGCE Support Manager

Teaching and Learning Support Manager

Senior Programmes Officers

Academic Librarians (by invitation)

Faculty T&L Officer (by invitation)

Faculty eLearning Officer (by invitation)

Secretary

Senior Programmes Officer

Student representatives (except 'Reserved Business')

Not applicable – students sit on department level T&L Committees and Programme Committees.

Remit

The School Teaching and Learning Committee oversees department Teaching and Learning activities in SEED through monitoring committee minutes – these are submitted to STLC following each meeting. It also aids the further development of these activities in line with University/Faculty/School strategies.

The Committee is responsible for the oversight of all taught provision in the School, including Initial Teacher Education and Training and Distance Learning. It also has responsibility for the promotion and monitoring of the School's T&L strategy and for the student experience, as required by the School's Strategic Plan.

Specifically, the remit is to:

- Strategically oversee all teaching, learning and student experience activity in the School, with responsibility for the development, implementation and monitoring of the School's Teaching and Learning Strategy, with a regular review against key performance indicators, advising the Head of School and SPRC accordingly.

- Promote and monitor the implementation by departments of University/Faculty/School strategies, regulations, policies and procedures, resources and facilities in relation to the development of teaching, learning and the student experience.
- Consider and implement new policy, procedures and guidance issuing from the University, Faculty, HEFCE, QAA, professional and other bodies, that affects taught provision in the School, and have an active role in shaping such policy.
- Consider all new programmes and major programme amendments (via Programme Approvals Group) prior to submission to the relevant Faculty committee, including the academic rationale for, and financial sustainability of, such programmes.
- Facilitate opportunities for development of inter-school/interdepartmental activities when required, as well as collaborative activity with organisations external to the School and the University of Manchester.
- Approval of External Examiner appointments (via Programme Approvals Group).
- Oversee the preparation for internal and external audits, receipt and consideration of reports and identification of good practice for dissemination.
- Oversee the distribution of any School, Faculty and University funding to support the development of teaching, learning, assessment and the student experience.
- Develop, implement and monitor delivery of the School's Teaching and Learning Strategy and Operational Priorities, regularly reviewing success against key performance indicators as part of the School's Planning and Accountability Cycle.

Accountability

The parent Committee is the School Policy and Resources Committee

Frequency of meetings

At least five times a year

Consultation and sharing of information

The Chair is responsible for cascading down any information from the parent Committee and associated Faculty Committee; and reporting back on issues that require guidance or approval.

Members of the committee are responsible for consulting with colleagues in advance of meetings and ensuring outcomes are cascaded down to the departments following decisions to allow further comment if necessary.

The Chair and Secretary will ensure that minutes are completed and posted on the intranet within one week of the meeting. Key issues will be highlighted in the School Bulletin as appropriate and issues that require School-wide consultation will be distributed by the relevant Listserv.

Circulation of agenda and requests for agenda items

The Secretary will request agenda items two weeks before the meeting and circulate the agenda one week before so that members can consider papers in advance of the meeting.

Working groups and sub-committees

The committee may establish informal working groups and task forces as and when necessary. Formal sub-committees should be established sparingly and only for major items.

The School Programme Approvals Group (PAG) is a sub-committee.

Quorum

There will be no quorum rule. Whether a meeting with a small attendance proceeds or is cancelled is at the discretion of the Chair and will largely depend on the nature of the meeting's agenda.

Alternates

There is no formal system of named alternates. A member may be substituted by a named individual for a particular meeting with the agreement of the Chair.