**UNIVERSITY OF SOUTH WALES**

**PRIFYSGOL DE CYMRU**

**LEARNING AND TEACHING ENHANCEMENT COMMITTEE**

**COMPOSITION AND TERMS OF REFERENCE 2021-22**

**REPORTS TO:**

Academic Board

**SUB COMMITTEES:**

Coleg Cymraeg Cenedlaethol Branch Committee

Learning, Teaching and Professional Standards Group

Faculty Learning and Teaching Enhancement Committee

*Graduate School Board -TBC*

*Learning Environment Group - TBC*

**COMPOSITION:**

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| Chair: Pro Vice Chancellor with responsibility for student experience (ex officio)  |
| Secretary: Nominee of the Academic Registrar |
| Interim Deputy Vice Chancellor |
| Member of QAC to be nominated by the Chairperson of QAC |
| Chairperson of the Faculty/College Learning and Teaching Enhancement Committee |
| A representative of the University’s National Teaching Fellows |
| Director of the Centre for Enhancement of Learning and Teaching (ex officio)  |
| Chairpersons of LTEC Sub-Committees  |
| Five persons nominated by the Chairperson on the basis of their experience and expertise |
| One student voice representative from each faculty and a student representative from RWCMD |
| SU Vice President: Education |

**RESPONSIBILITIES**

Principles by which LTEC will work:

* Model and promote practice compliant with the General Equality Duty and Welsh Language Standards;
* Focus attention on all our learners’ experience wherever and however they are learning;
* Schedule work with objectives and impact measurement cycles;
* Use data and evidence to embed critical evaluation in its work;
* Delegate project work (with agreement from the relevant resource manager) to enable staff and learner contribution and development;
* Promote a culture that enables participation in LTEC project work to be valued elements of staff roles (e.g. through DPRs as supporting UKPSF Remaining in Good Standing, etc.);
* Work to provide CPD for LTEC members to support work streams as necessary.

Core areas of work:

LTEC has three core areas of work which will be reflected in meeting agenda and annual Committee activity planning. The Areas outlined below are indicative and will be kept under review. Activities under these will change in response to need.

1. Development of Learning and Teaching practice and Implementation of USW Strategic Plans connected to Student[[1]](#footnote-2) (Learning) Experience:
2. Infrastructure and Enablers: These in their own right but also connected to each project in (a):
3. Governance of the operational delivery: Operational review.

Terms of Reference:

1. To make recommendations to, and/or receive work from, other committees (for example: Academic Board, Quality Assurance Committee, Programmes Oversight Group, Digital Steering Group, and LETC’s Sub-Committees) that have an impact on learner experience and respond back to these committees to inform ongoing ways of working in line with USW Strategy;
2. To assess the impact of implementing changes to operations that affect learner experiences and ensure that changes to processes and policies align to the agreed change;
3. To evaluate and monitor changes, such that cost-effective and impactful enhancements become embedded as business as usual;
4. To receive thematic analyses from Faculty/College Committees (or equivalent) and surface themes to take action;
5. To receive and consider requests from Quality Assurance Committee on actions arising from their audits and evaluation work that relate to the learner experience;
6. To receive and consider requests from other appropriate committees’ reports that relate to learner experience;
7. To use its work to support the Institution’s activity around the active cascading of good practice and development of practice in areas identified as needing support;
8. To identify proactively changes to pedagogy that require adjustments to staff skills sets.

**MEMBERSHIP AND DATES FOR ACADEMIC YEAR 2021-22**

**MEMBERSHIP**

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| **Composition Role** | **Name of Individual** |
| Chair: Vice Chancellor | Professor Martin Steggall, PVC Research and Student Experience |
| Secretary: Nominee of the Academic Registrar | Nicola Poole |
| Interim Deputy Vice Chancellor (Observer) | Dr Jayne Mitchell |
| Chairperson of the Faculty/College Learning and Teaching Enhancement Committee | Professor Karen Fitzgibbon (FLSE)Huw Swayne (FCI)Rhian Kerton (FCES)Andrea Jones (RWCMD) |
| A representative of the University’s National Teaching Fellows | Pavla Boulton |
| Director of the Centre for Enhancement of Learning and Teaching (ex officio) | Dr Clare Kell |
| Chairpersons of LTEC Sub-Committees | Dr Clare Kell (LTPSG)Llyr Roberts (Coleg Cymraeg Cenedlaethol Branch Committee)  |
| Persons nominated by the Chairperson on the basis of their experience and expertise | Sharon Jones, Director of Student ServicesEmma Adamson, Director of Learning ServicesAnn Cross, Head of Academic Services in Library Services *(Learning Services representative in the absence of the Director of Learning Services)*Nathalie Czechowski, Director of IT ServicesMike Bessell, Estates RepresentativeAl Koursaros (Coleg y Cymoedd) Partner College Representative Lynda Jones, Senior Progression AdviserMartin Lynch, Learning and Systems ManagerJames Gravelle, Degree Apprenticeship Representative |
| One student voice representative from each Faculty and a student representative from RWCMD | TBC |
| SU Vice President: Education | David Pye |
| In Attendance: | Sian Taylor, SU Chief Executive OfficerTBC, representative from Planning Officer |
| Clerk: Member of Academic Registry | Bethan Daniel |

**FREQUENCY OF MEETINGS**

The Learning and Teaching Enhancement Committee will meet five times per year on the following dates.

**SCHEDULE OF MEETINGS 2021/22**

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| **Learning and Teaching Enhancement Committee (LTEC)**  |
| Date  | Day  | Time  |
| 9 September 2021   | Thursday  | 14:00  |
| 4 November 2021  | Thursday  | 14:00  |
| 3 February 2022   | Thursday  | 14:00  |
| 12 May 2022  | Thursday  | 14:00  |
| 30 June 2022   | Thursday  | 14:00  |

Indicative Agenda:

* Project groups will meet as needed and report progress to agreed deadlines;
* Agenda themes will reflect the annual USW Learner lifecycle but also enable horizon-scanning and agility to respond to change;
* Agenda themes will connect to those of QAC;
* Agenda will ensure that projects and governance interweave;
* During 2021/22 the Schedule of Work and agenda will be kept under review and reviewed formally at the end of 2021/22.
1. Please note that where the term ‘student’ is used, this also includes our learners on Apprenticeship Degrees. [↑](#footnote-ref-2)