

Learning, Teaching and Assessment Committee

Terms of Reference

		This policy is effective from	<u>1 December 2017</u>
Approval body	<u>Academic Council</u>	Approval date	<u>22 November 2017</u>
Owner	<u>Head of Academic Affairs</u>	Next review date	<u>October 2018</u>

1. Purpose

- 1.1 The purpose of the Learning, Teaching and Assessment Committee is to advise Academic Council on all matters to do with NCAD'S strategic objectives in relation to learning, teaching and assessment, to monitor and develop structures in support of these, and to give consideration to external developments in respect of these in higher education, nationally and internationally.
- 1.2 The Learning, Teaching and Assessment Committee is a sub-committee of the NCAD Academic Council.

2. Scope

- 2.1 To advise Academic Council on learning, teaching and assessment strategy and policy setting, and oversee the development of associated implementation plans.
- 2.2 To receive updates from Schools in relation to learning, teaching and assessment activity and progress against the NCAD Strategy, and the learning & teaching strategic objectives, developed by this committee.
- 2.3 To ensure that effective institutional approaches are developed and implemented to enhance the quality of provision.
- 2.4 To consider examples of innovation and good practice and how these can be developed to enhance the College's learning, teaching and assessment activities.
- 2.5 To promote the practice of teaching, learning and assessment, ensuring its appropriate recognition within and beyond the College.
- 2.6 To advise upon and develop effective arrangements to identify, support, disseminate and reward effective practice and innovation in learning, teaching and assessment.
- 2.7 To consider such other issues related to learning and teaching as may be referred to it by Academic Council, and to report to Academic Council after each meeting.

Doc version	Approval date	Modified by	Summary of modifications
V1	22 November 2017	N/A	N/A

3. Roles and responsibilities

3.1 The Learning, Teaching and Assessment Committee may:

- Recommend developments in LT&A policy and strategy to Academic Council for approval;
- Recommend arrangements to identify, support, disseminate and reward effective practice and innovation in LT&A to the College Management Team and Academic Council for approval;
- Implement LT&A strategy and initiatives as approved by Academic Council and, where there are resource implications, the College Management Team.

4. Composition

4.1 The following shall be members of the Learning, Teaching and Assessment Committee:

- Head of Continuing Education in Art and Design (ex officio)
- Quality and Academic Support Officer (ex officio)
- One learning & teaching representative per department
- Two learning & teaching representatives from the Schools of Education and Visual Culture
- An Officer of NCADSU **or** a representative of the undergraduate student body
- A postgraduate student representative

4.2 In the academic year 2017/18, the Chair and Vice-Chair of the Committee shall be nominated by the Head of Academic Affairs. Thereafter, the Committee shall appoint a Chair and Vice-Chair on an annual basis.

5. Meeting arrangements

5.1 The Committee will meet at least three times per academic year, and shall be quorate if 50% of the members are present.

5.2 An agenda, minutes of previous meeting and relevant documentation will be circulated one week in advance of a meeting.

5.3 Academic Affairs will supply secretariat for the Committee.

6. Reporting

6.1 The Committee will develop and submit a report to Academic Council following each meeting.

7. Review

7.1 The Terms of Reference for the Committee shall be reviewed on an annual basis. The next review date is October 2018.