# Learning, Teaching and Quality Committee Terms of Reference

## Statement of primary responsibilities of the Learning, Teaching and Quality Committee

The Learning, Teaching and Quality (LTQ) Committee holds primary responsibility under delegated authority from the Academic Board for oversight of learning and teaching, academic standards and student experience within all London Metropolitan University taught provision. This includes apprenticeships, and any such provision delegated by the Academic Board.

Its aim is the improvement of all London Metropolitan University taught provision and apprenticeships, which rests with the Academic Board and is delegated to the University LTQ Committee.

## Terms of reference of the LTQ Committee

Subject to the ultimate responsibility of the Academic Board and to the requirements of external validating bodies, the LTQ Committee shall be responsible for:

* 1. Overseeing the development, implementation, monitoring and review of the University’s Student Success Strategy and related strategic learning and teaching programmes.
  2. Monitoring against key performance indicators and associated processes, ensuring appropriate action is taken in response to any learning, teaching and quality matters related to student/ apprenticeship outcomes.
  3. Overseeing the development and implementation of the learning, teaching and assessment framework, associated strategic enhancement initiatives and innovations in pedagogy and associated student/ apprenticeship support across the apprentice/ student lifecycle
  4. Driving the implementation, monitoring and review of the Course Enhancement Process including MET-CEP to ensure improvements to student experience and student outcomes.
  5. Overseeing the implementation and review of the Access and Participation Plan ensuring that the University is in good standing with relevant external agencies.
  6. Ensuring connectivity with and relevance to the remit of the committee the digital transformation and estates strategy.
  7. Overseeing the Student Partnership Agreement to ensure students and the Students’ Union are central to the learning, teaching, quality and the student experience.
  8. Overseeing the development, implementation and review of all quality policies and procedures for taught provision, including apprenticeships, ensuring that these are consistent with the expectations and requirements of relevant UK and international external bodies, such as the Office for Students (OfS) and the Quality Assurance Agency (QAA), Ofsted and Education and Skills Funding Agency (ESFA).
  9. Overseeing and responding to the requirements of external bodies such as the Office for Students, Ofsted, the Quality Assurance Agency, and the Office of the Independent Adjudicator, as well as Professional Statutory and Regulatory Bodies. Considering measures of the student/apprentice experience, including receiving and responding to internal and external surveys e.g., Student Experience Survey (SES), NSS, the Graduate Outcomes reports, PTES, and the Apprenticeship Service feedback surveys
  10. Ensuring action in response to identified learning, teaching and quality matters is taken at the relevant level (institution, school, course), taking proper account of the views of students, members of staff, external examiners, and external quality bodies.
  11. Receiving annual reports on the operation of key quality assurance activity including: operation of external examining; validation and review processes; annual monitoring/ Course Enhancement Process; Professional, Statutory and Regulatory Body (PSRB) accreditations; apprenticeships~~;~~ operation of placements and work-related learning; complaints, appeals and academic misconduct.
  12. Drawing on the insight from reports produced by the sub-committees to inform the committee’s decision making process.
  13. Making recommendations as appropriate to the Academic Board on any other matter within the scope of the Committee’s terms of reference.
  14. Such other responsibilities as may be delegated to the Committee from Academic Board from time to time.

## Quorum

At least one third of the representatives must be present.

## Reporting

A report from LTQ Sub Committees (Access and Participation Operational Group, Apprenticeships Sub Committee, School Learning, Teaching and Quality Committees, and Student Experience Sub Committee will be received at each meeting of LTQ Committee. A report from Learning, Teaching and Quality Committee will be presented to each meeting of the Academic Board.

## Frequency of meetings

The Learning, Teaching and Quality Committee shall meet four times a year. Additional meetings or cancellations will be at the discretion of the Chair.

## LTQC Membership List 2023/24

(Updated 13/10/23)

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|  | **Name** | **Role** |
| 1 | Professor Nona McDuff OBE | Chair: Pro-Vice Chancellor- Student Success |
| 2. | Professor Marcia Wilson | Pro-Vice Chancellor- Student Experience & Institutional Equity |
| 3 | Dr Mandy Bentham | Dean of Students |
| 4 | Tammika Chambers | Students’ Union Vice President- Education Officer |
| 5 | Kelly Cooper | Dean of School of Social Sciences and Professions |
| 6 | Professor Elizabeth Opara | Dean of School of Human Sciences |
| 7 | Anne Markey | Dean of School of Art, Architecture and Design |
| 8 | Chris Lane | Dean of School of Computing and Digital Media |
| 9 | Sean Flynn | Dean of School of Built Environment & Interim Dean of School of GSBL |
| 10 | Jane Ballantyne | Head of Student Experience: School of the Built Environment |
| 11 | Professor Jan Bamford | Head of Student Experience: Guildhall School of Business and Law |
| 12 | Emma Davenport | Head of Student Experience: School of Art, Architecture and Design |

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|  | **Name** | **Role** |
| 13 | Donovan Green | Head of Student Experience: School of Human Sciences |
| 14 | Elena Moschini | Head of Student Experience: School of Computing and Digital Media |
| 15 | Brian Tutt | Head of Student Experience: School of Social Sciences and Professions |
| 16 | Ian Pearson | Academic Registrar |
| 17 | Alexandra Banks | Dean of Graduate Success |
| 18 | Marva de la Coudray | Director of Teaching and Learning |
| 19 | Sophie Cloutterbuck | Director of London Engagement |
| 20 | Owen Beacock | Associate Director, Centre for Equity, and Inclusion | Head of Fair Outcomes |
| 21 | Kiran Bahra | Director of Planning and Insight |
| 22 | Sheelagh Heugh | Deputy Dean (Academic) |
| 23 | Cathy Philpotts | University Librarian |
| 24 | Natalia Mulley | Head of International Support and Compliance |

Helen Spruce Secretary to LTQ Committee