

LEARNING AND TEACHING SUB-COMMITTEE (LTSC)

OF ACADEMIC COUNCIL

TERMS OF REFERENCE

1. Purpose

The Learning and Teaching Sub-committee are responsible for enhancing the quality, effectiveness, and innovation of teaching and learning practices within the Institute. Its primary objective is to foster a dynamic and inclusive learning environment that promotes student engagement, success, and overall academic excellence.

2. Terms of Reference

- (i) To advise Academic Council in relation to the Institute's Learning and Teaching strategy.
- (ii) To support the implementation of the Institute's Learning and Teaching strategy.
- (iii) To promote and encourage teaching excellence, innovation and creativity in learning and teaching through collaboration and continuing professional development (CPD).
- (iv) To support, as appropriate, quality assurance, in the context of learning and teaching.
- (v) To make recommendations on developing the physical and virtual environment of teaching, so as to ensure it is in keeping with a student-centred learning ethos.
- (vi) To review and support implementation of the Aims of the Centre for Learning and Teaching.
- (vii) To encourage the research and scholarship on learning and teaching within the Institute.
- (viii) Carry out any work assigned to it by Academic Council.

3. Membership

In accordance with the Academic Council Constitution, a committee shall have at least four Academic Council members, at least two of whom shall be elected members, nominated by the Academic Council from its membership:

President: The President is automatically a full member of all committees, sub-committees and working groups of the Academic Council.	1	Ex officio
Vice-President for Academic Affairs and Registrar	1	Ex officio

Head of Learning and Teaching	1	Ex officio
Head of Academic Planning and Quality Assurance	1	Ex officio
Members of the Academic Council	6	Ex officio / Elected
	2	Elected
Co-Options: <ul style="list-style-type: none"> The committee may co-opt members, with the agreement of the Academic Council, as it deems necessary to fulfil its functions. 	As required	-
<i>Maximum Membership</i>		<i>12 + co-options</i>

4. Officers

Chairperson: Head of Learning and Teaching.

Vice Chairperson: Elected by the sub-committee from the sub-committee membership at first meeting.

Secretariat: Provided by the Centre for Excellence in Learning and Teaching (CELT).

5. Meetings

The frequency of meetings will be as per the agreed schedule. Emergency meetings can be called by the Chairperson or Vice Chairperson if required.

6. Quorum

The quorum will be five members and must include one elected member. If unable to attend members should notify the Chairperson in a timely manner (48 hours in advance of meeting, if possible).

7. Reporting

Minutes of sub-committee meetings will be made available to members of the Academic Council.

8. Review

This sub-committee will be reviewed as necessary.

Document History

Version Number	Date Approved	Approved By	Brief Description