UNIVERSITY LEARNING, TEACHING AND STUDENT EXPERIENCE COMMITTEE

(A Committee of Senate)

1. **SECRETARY** A member of staff from the Learning and Teaching Development Service.

2. **MEMBERSHIP**

   **Ex officio members:**
   
   a) The Vice-Chancellor
   b) The Pro-Vice-Chancellor (Learning and Teaching) (Chair)
   c) A member appointed by and from Senate
   d) The Deans of Undergraduate Studies
   e) The Deans of Postgraduate Studies
   f) Education Officer of the Students’ Union
   g) A Postgraduate Student Representative, elected by the Students’ Union
   h) The Director of Academic Services
   i) The Director of University IT
   j) The Executive Director of Human Resources
   k) The Director of Student Services
   l) The Director of the Estate Support Service
   m) The Head of the Learning and Teaching Development Service

   In attendance:

   Such sub-committee chairs and officers as necessary in order to ensure better integration of strategies.

   The Representation and Democracy Manager of the Students’ Union.

   A quorum shall be not fewer than one third of the members.

3. **Terms of Reference**

   a) **Learning, Teaching and Student Experience Strategy**

   i. To act as a proactive and strategic body for all matters relating to learning, teaching and the student experience, including CPD, research degree provision, quality enhancement and the sharing of good practice, working with faculties, services and the Students’ Union as necessary and advising, as appropriate, Executive Board and Senate.

   ii. To promote and enhance effective and innovative teaching and learning within a fully-rounded student experience of the highest quality, and to administer any funds that might be allocated to ULTSEC for this purpose.

   iii. To develop, promote, monitor and evaluate the University Learning, Teaching and Student Experience Strategy and its implementation.
iv. To monitor and evaluate associated strategies, including the Employability and Enterprise Strategy, strategies for eLearning and forward planning for estates requirements in relation to teaching and learning.

v. To identify strategic priorities and targets for, and receive reports from, the services supporting learning, teaching and the student experience.

b) Quality management

i. To establish and have overall responsibility for the quality management policies and procedures necessary to maintain and enhance the academic standards and teaching quality of all programmes of study wherever they are delivered, taking account of international, national and regional frameworks and developments and reporting to Senate as necessary.

ii. To approve on behalf of Senate and to report to Senate:

- Changes to University regulations and associated procedures that raise no substantive issues of academic precedent or principle;
- Proposals (and associated regulations) for the introduction of new undergraduate degree programmes and programmes of study for other award-bearing qualifications in the University;
- Proposals (and associated changes to regulations) for amendments to existing degrees and programmes of study for other award-bearing qualifications of the University;
- Proposals for the re-approval of programmes following recommendations made by Learning and Teaching Review;
- Proposals (and associated regulations) for new postgraduate programmes, taught and research, (and amendments to existing programmes);
- Proposals for the withdrawal of degree programmes, and programmes of study for other award-bearing qualifications of the University;
- Proposals to establish partnerships with other institutions for the delivery of collaborative provision.

iii. To oversee the monitoring of programmes and wider student experience carried out by Faculty Learning, Teaching and Student Experience Committees and Graduate School Committees.

iv. To oversee the monitoring of action taken following receipt of reports from HEFCE, the QAA and Professional, Statutory and Regulatory Bodies (PSRBs).

v. To oversee the monitoring of information to be published in relation to the quality and standards of the University’s programmes and wider student experience.

vi. To submit an annual report to Senate on concessions matters, student complaints, appeals and disciplinary action.

vii. To oversee the regulation of academic dress.

Established by Senate Minutes 399, 30.5.89 and 23, 24.10.89.

Revised by Senate Minutes 63, 28.11.89; 178, 13.3.90; 226, 1.5.90; 286, 19.6.90; 254, 4.6.91; 156, 17.3.92; 215, 2.6.92; 221, 2.6.92; 223, 8.6.93; 96, 31.1.95; 175, 13.6.95; 36, 28.11.95; 118, 24.3.98; 171, 09.07.02; 41, 18.1.2005; 85, 19.6.2007; 108, 21.7.2009; 56, 2.3.2010; 38, 11.1.2011; 112, 12.06.12; 12, 02.10.12; 10, 07.10.14; 04.10.16; 20, 21.11.17.

Editorial amendments to bring into line with Senate’s delegation of powers and authority document, January 2008.

ULTSEC Sub-Committees

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<tr>
<th>Committee</th>
<th>Chair</th>
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<tbody>
<tr>
<td>Cross-Faculty Learning, Teaching and Student Experience Committee</td>
<td>Dr Ruth Graham</td>
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<tr>
<td>Educational Partnerships Sub-Committee</td>
<td>Prof Jane Calvert</td>
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<tr>
<td>eLearning and Student Information Sub-Committee</td>
<td>Prof Philip Bradley</td>
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<tr>
<td>Learning and Teaching Spaces Sub-Committee</td>
<td>Prof Barry Hirst</td>
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<td>Postgraduate Research Sub-Committee</td>
<td>Prof John Kirby</td>
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<td>Student Experience Sub-Committee</td>
<td>Mrs Lesley Braiden</td>
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<tr>
<td>Taught Programmes Sub-Committee</td>
<td>Dr Sara Marsham</td>
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<td>Taught Programmes Sub-Committee Regulations Working Group</td>
<td>Dr Oli King</td>
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