

Learning & Teaching Committee

Terms of Reference

Purpose

The purpose of the Learning & Teaching Committee is to ensure the quality of the student learning opportunities of The London Institute of Banking & Finance's (LIBF) higher education awards and enable their ongoing enhancement.

This includes monitoring and reviewing the effectiveness of the underpinning systems and procedures of learning, teaching, and assessment.

Status

The Learning & Teaching Committee acts under delegated authority from the Academic Board as one of its sub-committees. The Learning & Teaching Committee may advise and be advised by, where appropriate, other sub-committees of the Academic Board.

The proceedings of the Learning & Teaching Committee are conducted in accordance with the 'Standing Orders of the Academic Sub-Committees of the Board of Directors'.

Meetings

The Learning & Teaching Committee meets a minimum of two times a year.

Reporting

The Learning & Teaching Committee reports to the Academic Board after each meeting.

Terms of Reference

The Learning & Teaching Committee will manage and transact the following business:

1. Strategies and policies

- a. Monitor and review the strategies and policies relating to learning, teaching, and assessment to ensure they are fit for purpose, up to date, and align with legislation and external reference points.

2. Academic Framework

- a. Maintain and review aspects of LIBF's regulatory framework relating to learning, teaching, assessment, and Academic Research Ethics (including a number of the chapters of the Code of Practice for Quality Assurance);
- b. Review all research proposals designated 'high risk', ensuring that appropriate consideration of the various risks has been taken, that appropriate measures are proposed to manage those risks, and more generally that the research design meets the Research Ethics Principles.
- c. Regularly review these elements of the framework against external reference points, examples of good practice, and in response to student feedback.

3. Annual monitoring

- a. Review programme annual monitoring reports for onward referral to the Academic board;
- b. Review and monitor action plans and recommendations arising from annual monitoring reports;
- c. Review academic performance across modules and through time to identify patterns as well as anomalies, and provide the necessary background narrative;
- d. Report any major issues arising from programme annual monitoring reports to the Academic Board.

4. Programme validation and review

- a. Review module content across levels and degrees to identify potential inaccuracies, overlaps, and missing topics;
- b. Review the assessment structure and components across levels and degrees to identify potential imbalances and opportunities for innovative approaches;
- c. Support the development of programmes by evaluating the currency of modules, the mix of compulsory and optional modules, and potential for new modules;
- d. Ensure that the Learning Outcomes of programmes are met across the modules and assessments.
- e. Receive reports on administrative modifications to module specifications;

- f. Make recommendations to the Academic Board where cumulative minor modifications to a programme necessitate an early periodic programme review.

5. Enhancement

- a. Ensure that procedures are in place to identify examples of good practice in relation to learning, teaching, and assessment and to disseminate effectively such opportunities for enhancement;
- b. Identify initiatives that promote excellence in learning and teaching and keep them under review through monitoring of their outcomes;
- c. Ensure that effective arrangements are in place to support innovation in learning, teaching, and assessment;
- d. Proactively identify, prepare for and share new opportunities and likely future developments in learning and teaching through monitoring of sector activity;

6. Student Feedback

- a. Receive a report on and proactively engage with any high-level issues or themes arising from the National Student Survey and other internal and external student satisfaction surveys.

7. Faculty

- a. Receive a report on new appointments to the Faculty;
- b. Review and monitor action plans arising from Programme Days.

8. External examining

- a. Review comments made by the external examiners in their annual reports and ensure actions are implemented to address those comments.

Membership

Ex officio:

Director of Studies (Chair)
Faculty
Head of Academic Development
Head of Apprenticeships
Head of Careers & Employability
L&D Director, Gulf and MENA
Quality Coordinator
Head of Projects and Operations, MENA
Manager Library Services

In attendance:

Secretary to the Committee
HE Quality Assurance Manager
Head of Quality, HE and Apprenticeships
Head of Higher Education Data Quality
Other members of staff and students when applicable

By invitation:

A minimum of one student representative

Updated February 2023