

## LEARNING TEACHING AND QUALITY COMMITTEE (LTQC) TERMS OF REFERENCE

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### Purpose

Learning, Teaching & Quality Committee (LTQC) is responsible to Academic Board for the continuous enhancement of the University's approach to learning, teaching and assessment, the student experience and the development, maintenance and implementation of the University's academic standards in line with legislative and regulatory expectations.

### Reports to

Academic Board

### Sub-committees

Assessment Boards  
Faculty Committees (one per faculty)

Online Quality Committee  
Partnership Quality Committee  
Short Course Quality Committee

### Occurrence

At least four times a year

## TERMS OF REFERENCE

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- 1 To develop and, subject to Academic Board approval, implement and monitor policies that enable the:
  - 1.1 University's 2030 Strategy including the strategic consideration and dissemination of good practice and innovation across the institution;
  - 1.2 enhancement of quality and standards in learning, teaching and assessment.
  - 1.3 continuous, strategic enhancement of the student experience.
- 2 To ensure that the University's academic regulatory and policy environment is aligned with regulatory and legislative obligations and developed in line with identified good practice.
- 3 To consider and agree enhancement strategies and dissemination of good practice arising from consideration of:
  - 3.1 annual performance indicators (e.g. survey results, performance analysis, complaints and appeals).
  - 3.2 the outcomes of quality and standards procedures (e.g. external examiners' reports, periodic review, re-approvals and continuous improvement processes) or issues raised through other student engagement mechanisms.
- 4 To be responsible for, and have oversight of, the processes supporting external examining, including appointment, training and guidance for external examiners and staff.
- 5 To note outcomes from approval panels and Professional Statutory and Regulatory Body (PSRB) reports on new, and significant changes to, curriculum.

- 6 To advise Academic Board on matters or priority areas referred to it by the Vice-Chancellor.
- 7 To report annually to Academic Board on how it has fulfilled its obligations set out above.

## MEMBERSHIP

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<b>Chair</b>	Pro Vice-Chancellor (Academic Services)
<b>Deputy Chair</b>	Head of Quality Assurance & Enhancement
	One Head of Subject (or equivalent) nominated by each Faculty Committee
	One elected Academic Staff Member (on campus)*
	One elected Academic Staff Member (online)*
	Academic Board Technical Staff Member (or nominee)
	FX Plus Director of Student & Academic Support (or nominee)
	FX Plus Head of Library & Archives, Student & Academic Support
	Head of Online & Digital Learning
	Head of Employability
	Head of People Success
	Senior Head of Academy of Continuing Education
	Falmouth President of The Students' Union (SU)

\*below Head of Subject level

### Term of office for Heads of Subject and Academic Staff Members

Two years, renewable to a maximum of four years.

## IN ATTENDANCE

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<b>Servicing Officer</b>	QAE Officer, nominated by the Head of Quality Assurance and Enhancement
<b>Attendees</b>	Staff as necessary to conduct the business of the Committee

## MEETING PROCEDURES

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For procedures relating to meeting dates, circulation of meeting papers, quorum, decisions, and record keeping refer to the [Falmouth University Standard Meeting Procedures](#).

### Approved by:

Academic Board on 11 November 2024