

LEARNING AND TEACHING COMMITTEE



PARENT BODY: Senate Executive Committee

COMPOSITION

- i. Pro-Director, Learning & Teaching (*Chair*)
- ii. Academic Registrar (*Deputy Chair*)
- iii. Taught Course Directors – EPH, ITD, PHP
- iv. Head of Distance Education and Professional Development Office
- v. Head of Quality Enhancement
- vi. Head of Registry
- vii. Head of Teaching Support Office
- viii. MSc Course Directors
- ix. PGCiLT Course Director
- x. Representative from the Senate
- xi. Student representatives
- xii. Secretary: Quality Enhancement Officer

MEMBERSHIP

Composition	Member	Term
Chairman (Pro-Director Learning & Teaching)	Della Freeth, BSc PhD CertEd FHEA	<i>ex officio</i>
Academic Registrar	John Peck, BA MA MAUA	<i>ex officio</i>
Taught Course Director (PHP) & Associate Dean for Student Experience & Programme Support	Hannah Babad, BSc MSc PhD	<i>ex officio</i>
Associate Dean for Quality Management & Enhancement	Graham Clark, BSc PhD	<i>ex officio</i>
Taught Course Director (EPH) & Associate Dean for Technology-enhanced Learning & Teaching	Craig Higgins, BSc MSc	<i>ex officio</i>
Head of Distance Education and Professional Development Office	Sue Horrill	<i>ex officio</i>
Head of Teaching Support Office	Sarah Bathie	<i>ex officio</i>
Head of Registry	James M. Brown	<i>ex officio</i>
Head of Quality & Enhancement	Kate Marshall	<i>ex officio</i>

MSc Course Directors

Michael Miles, BSc MSc Phd DSc FRCPATH	<i>ex officio</i>
Lucy Reynolds	<i>ex officio</i>
Diana Elbourne, BSc MSc PhD	<i>ex officio</i>
Claire Snowdon, BA MA PhD	<i>ex officio</i>
Lynda Clarke, BSc MSc	<i>ex officio</i>
Punam Mangtani	<i>ex officio</i>
Dorothea Nitsch, MD MSc	<i>ex officio</i>
Anne Tholen, BSc MSc RGN	<i>ex officio</i>
Preslava Stoeva, BA MA PhD	<i>ex officio</i>
Alex Cohen, BA MA PhD	<i>ex officio</i>
Neil Spicer, BSc MSc PhD	<i>ex officio</i>
Patricia Gorak-Stolinska, BSc PhD	<i>ex officio</i>
Gregory Bancroft, BSc PhD	<i>ex officio</i>
Johannes Dessens, MSc PhD	<i>ex officio</i>
Mary Cameron, BSc PhD	<i>ex officio</i>
Nick Dorrell, BPharmHons MRPharmS PhD FHEA	<i>ex officio</i>
Richard Silverwood, BSc MSc PhD	<i>ex officio</i>
Marko Kerac, BSc MBBS DTM&H MRCPCCH MPH MFPD PhD RNutr	<i>ex officio</i>
Jo Lines, BSc MSc PhD	<i>ex officio</i>
Jennifer Gosling, MSc PhD	<i>ex officio</i>
Shakoor Hajat, BSc MSc PhD	<i>ex officio</i>
Ford Hickson, BSc BA PhD AFHEA	<i>ex officio</i>

	Helen Hogan, Bsc MBBS MRCGP MSc PhD FPH	<i>ex officio</i>
	Wendy MacDowall, BSc MSc	<i>ex officio</i>
	Kiran Nanchahal	<i>ex officio</i>
	Ros Plowman, BA MSc PhD RGN	<i>ex officio</i>
	Jeroen Ensink	<i>ex officio</i>
	Krystyna Makowiecka, MEd MSc	<i>ex officio</i>
	Sandra Mounier-Jack, MSc MBA	<i>ex officio</i>
	Covadonga Bascaran, MSc	<i>ex officio</i>
	Robin Bailey, MA, BM, MRCP, DTM&H, PhD, FRCP	<i>ex officio</i>
	Andrea Mann	<i>ex officio</i>
PG CiLT Course Director	Lorraine Locke	<i>ex officio</i>
Senate Representatives		
Secretary	Hazel Young	<i>ex officio</i>

TERMS OF REFERENCE

- i. To advise Senate (via the Senate Executive Group) on:
 - a. The development and monitoring of the School's Education Strategy.
 - b. The development of academic regulations relating to taught courses.¹
 - c. The School's portfolio of taught courses and constituent components (e.g. modules), including: new additions to the portfolio, discontinuation of elements within the portfolio, and major changes within the portfolio.
 - d. Learning, teaching and assessment practices, resources and initiatives.
- ii. To review and enhance the School's portfolio of taught courses (Including MOOCs² and other OERs³), constituent components and linked learning resources; including operating procedures for changes to the portfolio of taught courses within the scope of powers delegated by Senate.

¹ The equivalent responsibility for research degree programmes will lie with Senate Research Degrees Committee

² Massive, Online Open Courses

³ Open Educational Resources

- iii. To review and enhance the multifaceted School-wide student experience; facets for attention to include (but not limited to)
 - a. feedback from students
 - b. academic practices (e.g. teaching, assessment, pastoral support)
 - c. student support services
 - d. learning resources for taught courses
 - e. codes of practice, policies and procedures that relate to taught courses and students registered for these courses.
- iv. Within the scope of permitted by University ordinances and regulations and national regulations or frameworks, and having regard for the School's Mission and commitment to equality and diversity, to encourage educational developments and innovation.
- v. To liaise with other committees and groups, as appropriate.
- vi. To act on matters referred to the committee by or on behalf of Senate.
- vii. To establish, as required, sub-committees or working groups to advise the Committee or to execute any of its duties.

STANDING ORDERS

1. Meetings of LTC

- i. The Committee shall normally meet three times during the academic year. It shall be the duty of the Secretary of the Committee to give at least seven days' notice of meetings and to send out agenda at least five days before the meeting.
- ii. Additional meetings shall be called as required by the Chair or at the written request of no fewer than one third of the members, provided that the members requesting the meetings shall provide a clear statement of the matters they wish to have discussed at the meeting. The Secretary shall notify all members of the date, time and venue of any special meeting. No business shall be transacted at a special meeting except that for which it has been convened.
- iii. The Committee shall be deemed to be quorate when a majority of members, including *ex officio* members, are present
- iv. Ex officio members shall cease to be members on vacation of the relevant office.
- v. If a member is unable to attend s/he should endeavour to arrange an alternate to attend, who is well-briefed, able to act on behalf of the absent member and in the case of representatives, is eligible to be a representative of this constituency.

2. Membership

- i. The Chair shall be the Pro-Director (Learning & Teaching).
- ii. The Deputy Chair shall be the Academic Registrar, and may Chair or take Chair's Action in the absence of the Chair.

- iii. The Quality Enhancement Officer shall be Secretary to the Committee.
- iv. Ex officio members shall be appointed as follows:
 - a. The Taught Course Directors from each academic Faculty
 - b. The Head of the Distance Education and Professional Development Office
 - c. The Head of Quality Enhancement
 - d. The Head of the Teaching Support Office
 - e. The Head of Registry
 - f. Five representatives from Course Directors (including two from distance learning courses and one from a collaborative MSc course)
 - g. Four representatives from Module Organisers (two from distance learning courses and two from London-based courses)
 - h. Four Student Representatives
 - i. A nominee from the Senate
- v. The Committee shall be deemed to be quorate when a majority of members, including *ex officio* members, are present

Ex officio members shall cease to be members on vacation of the relevant office.

3. Order and Conduct of Business

- i. Any proposal or recommendation which appears on the Agenda or in a report submitted to the meeting shall be put to the meeting for resolution, and
- ii. No proposal or motion proposed during the course of a meeting shall be put to the meeting for resolution without the approval of the Chair.
- iii. If the Chair determines that voting is required this shall be by show of hands of those present. The votes of the majority shall decide. When equal numbers of votes are cast, the Chair shall have a casting vote. If a count takes place, the number of votes cast shall be recorded in the minutes of the meeting.
- iv. Minutes of every meeting shall be kept by the Secretary or their delegated representative, who shall be responsible for retaining all minutes and papers for archive. The minutes of each meeting shall, after confirmation, be signed by the Chair at the succeeding meeting and be placed on the LSHTM intranet as soon as possible thereafter.