

# Extra-Faculty Learning and Teaching Committee

The Extra-Faculty Learning and Teaching Committee reports to the Director of Academic Services, or their nominee, and the University Learning and Teaching Committee, and receives reports from the University and relevant Departmental Learning and Teaching Committees (or equivalent). It meets at least three times a year.

## Terms of reference:

1. To maintain and enhance the learning and teaching culture of those Departments delivering curriculum that are not part of a Faculty, including support for departmental learning and teaching and assessment activities, active promotion of inter-departmental strategies and initiatives and the promotion of good interaction between learning, teaching, assessment and research activities.
2. To advise and assist in the development, planning and implementation of the University strategic priorities for Learning and Teaching and related policies, identifying key priorities and building on existing and emerging strengths of the constituent departments.
3. To review periodically the portfolio of courses, modules and related programmes of study offered by the constituent departments and their collaborative partners, taking into account available management information, as well as considering strategic matters relating to the development of existing or new learning opportunities referred by the University.
4. To support curricular development and innovations through the identification, dissemination and championing of appropriate internal and external developments in relation to learning, teaching and assessment practices, including the promotion of exemplary practices.
5. To review and advise on proposals for new units, new programmes of study, significant amendments to existing programmes of study, regulations, and other new learning opportunities, advising on any issues of principle.
6. To oversee the continuous enhancement of the student experience, stimulating students' engagement with learning, teaching and assessment and ensuring that student views are appropriately and consistently represented in discussions about learning and teaching for extra faculty provision.
7. To monitor the quality assurance of learning and teaching for constituent Departments and their collaborative partners, through the annual reflection and periodic review of learning and teaching, and where appropriate through reports from external examiners, professional bodies and other reviewers, drawing upon appropriate evidence bases and key performance indicators (e.g. student evaluations and module outcomes) in consultation with the individual department(s) concerned and the Senate and the University Learning and Teaching Committee.
8. To contribute to the development of University policies and strategies for learning and teaching, consider any other proposals or issues relating to learning and teaching matters, and to advise relevant colleagues including academic departments and/or the Director of Academic Services, or their nominee, and the University's Learning and Teaching Committee as appropriate.
9. To ensure appropriate implementation of University policies and procedures, and relevant external (e.g. national) policy initiatives for extra-Faculty provision.
10. To contribute to the development of outreach programmes and other activities to manage diversity in the student body.
11. To advise the Director of Academic Services, or their nominee, and Departments of any relevant planning and/or resource implications arising from learning and teaching developments including student number targets.
12. To monitor the impact of space utilisation and learning resources (such as library and IT resources) on teaching and learning for extra-Faculty provision.

**Reports to:** Director of Academic Services, or their nominee, and Learning and Teaching Committee.

**Membership:**

<i>Chair (Three Heads of Department – Department for Lifelong Learning, English Language Teaching Centre and Modern Languages Teaching Centre – to chair in annual rotation):</i>	
Dr Laurent Semichon (Modern Languages Teaching Centre)	Chair (2018-19)
Dr Willy Kitchen (Department for Lifelong Learning)	Deputy Chair (2018-19)
Mr Richard Simpson (English Language Teaching Centre)	

<i>Three additional Learning &amp; Teaching representatives from Department for Lifelong Learning, English Language Teaching Centre and Modern Languages Teaching Centre:</i>	
Dr Sarah Hale (Department for Lifelong Learning)	
Ms Maria Puro (English Language Teaching Centre)	
Ms Alessia Brighi (Modern Languages Teaching Centre)	

<i>Representatives from two Faculties:</i>	
Dr Jennifer Burnham (Department of Chemistry, Faculty of Science)	
Dr David Hyatt (School of Education, Faculty of Social Sciences)	

<i>Representative from the Quality &amp; Scrutiny Committee</i>	Ms Angela Gascoyne
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<i>A Learning &amp; Teaching Development Manager</i>	Mr Richard Ward
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<i>Four representatives from Professional Services:</i>	
<i>Representative from Careers Service</i>	Mrs Claire Brooke
<i>Representative from the University Library</i>	Miss Vicky Grant
<i>Representative from 301: Student Skills &amp; Development Centre</i>	Miss Amy Jeffries
<i>Representative from the University of Sheffield Enterprise Academy</i>	Dr Alison Riley

<i>Two representatives from the Students' Union, one to be a Sabbatical Officer and the other to be from the Mature Students' Committee:</i>	
Ms Anna Crump Raiswell (Education Officer)	2018-19
TBC	

<i>The Committee shall have the power to co-opt other members:</i>	
N/A	

Secretary	Dr Trevor Brent (LeTS)
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