



# TRURO AND PENWITH COLLEGE CORPORATION



## Teaching Learning and Assessment Committee

### Terms of Reference

#### 1. Membership

- 1.1 The Committee shall be appointed by the Corporation and shall consist of at least seven members (or such other number as the Corporation may from time to time determine), which must include the Principal.
- 1.2 In addition to the above membership, the Committee shall have authority to invite the Head/Deputy Head or alternative nominations of the partner schools in the Truro and Penwith areas.
- 1.3 The Chair and Vice-Chair shall be appointed for a four year period (or a period consistent with their term of office as a governor) by the Corporation on the recommendation of the Search and Governance Committee.
- 1.4 The Director of Studies, the Director of Curriculum, Director of Quality, Director of Teaching and Learning and the Director of Penwith College shall normally attend meetings, and the Committee shall have the power to invite such other persons to attend meetings as may be desirable and necessary.
- 1.5 Other Corporation members may attend meetings, in an observer capacity, with the prior approval of the Chair of the Committee.

#### 2. Quorum

Meetings of the Committee shall be quorate if three members or 40% or more of the membership is present, whichever is the greater.

#### 3. Clerk

- 3.1 The Clerk to the Corporation shall be Clerk to the Committee.
- 3.2 The Clerk shall be responsible for calling meetings, for issuing agendas and agreeing the inclusion of items to the agenda following consultation with the Chair of the Committee and the Principal.
- 3.3 If the Clerk withdraws from a meeting or part of a meeting, the Committee shall appoint a person from among the members to act as Clerk during this absence.

#### **4. Meetings**

The Committee shall meet at least termly on a cycle consistent with the activities and requirements of the College

#### **5. Responsibilities**

- 5.1 To consider and advise the Corporation on the educational character and mission of the College and to monitor its activities.
- 5.2 To consider and advise the Corporation on the College's portfolio of courses in respect of issues arising from teaching, learning and assessment.
- 5.3 To monitor the quality of teaching, learning and assessment.
- 5.4 To monitor student enrolments, retention rates, examination results, student destinations and other information relating to the experience of students.
- 5.5 To review student achievements in comparison with national data, relevant benchmarking and related action plans.
- 5.6 To receive and consider College inspection reports and other external reviews and reports.
- 5.7 To monitor the College's quality assurance procedures and review the College's performance as measured by external agencies and other performance indicators and to make recommendations to the Corporation concerning the College's quality assurance procedures and performance targets.
- 5.8 To consider and recommend to the Corporation the College's annual Self-Assessment Report (SAR) and to monitor plans for on-going improvements in conjunction with the SAR Working Party.
- 5.9 To regularly monitor and review the implementation of the College's policies on equality and diversity, as they apply to students.
- 5.10 To review the constitution for the establishment of a Students' Association, and consider amendments as may from time to time be proposed.
- 5.11 To consider and approve rules with respect to the conduct of students, including procedures for suspension and expulsion.
- 5.12 To monitor the operation of student services, such as the catering and library facilities, through the College SAR or other means, and to act on such matters as may be required.
- 5.13 To monitor complaints and compliments received by the College.
- 5.14 To deal with such other curriculum or student matters as may from time to time be referred to the Committee for consideration or approval.

## **6. Sub-Committees**

6.1 The Committee has two sub-committees established to oversee specific activity in greater detail: the Self-Assessment Report Working Party and the Higher Education Quality Assurance Group. Each sub-committee operates in accordance with its own terms of reference.

## **7. Reporting Responsibilities**

7.1 The Clerk to the Committee shall circulate the minutes of each meeting, after approval by the Chair, to the Committee members, the Chairs of the other standing committees and the Chair and Vice-Chair of the Corporation.

7.2 Such minutes shall be included as part of the agenda papers for the following Corporation meeting.

## **8. Review**

8.1 The membership and terms of reference of the Committee shall be reviewed by the Committee every four years.

8.2 Amendments to membership and terms of reference shall be made by the Corporation on the recommendation of the Committee.