Department of Health Sciences
Learning & Teaching Committee (LTC): Remit, Constitution & Membership

Remit
The Committee will operate in line with the University of Leicester’s Learning and Teaching Mission Statement and Strategy, and has a responsibility to advise the Director of Learning and Teaching concerning the development of the department’s learning and teaching within this strategy. The Committee will monitor the implementation of learning and teaching in order to ensure that the best educational experience possible is provided for all students taught within the Department.

This includes but is not limited to:
- Encouraging the critical intellectual development of all students through guided learning in a research environment, with an equivalent experience regardless of mode of learning or learning locations;
- Co-ordinating academic activities in relation to all postgraduate and undergraduate teaching and other training responsibilities delivered by the Department;
- Promoting and monitoring quality assurance in relation to all teaching undertaken within the Department;
- Working towards a standardised approach to all Departmental taught courses;
- Facilitating the sharing of experience, expertise and good practice across courses run within the Department;
- Delegating responsibility for the organisation of the curricula and delivery of teaching to MSc Boards and Undergraduate Tutors, whilst holding them accountable for performance by receiving regular reports and monitoring the quality of provision;
- Keeping under review arrangements for staff / student consultation;
- Interacting as appropriate with the relevant postgraduate College committees and the Department for Medical and Social Care Education;
- Overseeing the programmes for postgraduate students within the Department;
- Monitoring the progression and supervision of Postgraduate Research Students;
- Keeping under review all teaching commitments external to the Department;
- Considering all proposals for running new courses and making amendments to existing courses within the Department before submission to the College Academic Committee;
- Co-ordinating arrangements for monitoring and supporting PhD and MD students’ progress and training;
- Co-ordinating Department bids for funding for teaching from Research Councils and other bodies;
- Overseeing the provision of CPD training courses within the Department, including Public Health training.

Constitution
The Learning and Teaching Committee is accountable to DMG and is represented on that body by a Director of Learning & Teaching, who is appointed by the by the Head of Department to serve for a period of up to 3-years and who will have delegated responsibility for developing and monitoring the implementation of the Department’s learning and teaching strategy.

The Committee will be chaired by the Director of Learning and Teaching (or in their absence a nominated Deputy) and will have the following membership:
- A Deputy Director of Learning and Teaching appointed by the Head of Department for a period of up to 3-years.
• Undergraduate module leads within the Department.
• The Postgraduate Research tutors.
• Representatives of the MSc courses delivered by the Department.

The Committee may invite or co-opt additional members to join it when necessary to assist in its work. The Head of Department and/or Department Manager may attend meetings of the Committee as ex officio members.

**Meetings**

The Committee will meet three times a year in keeping with the Boards of Studies and the College Academic Committee meetings. Business may be conducted by circulation or through working groups between committee meetings.

Minutes of the Committee’s meetings will be posted on the Department’s web pages and members will also be expected to act as a conduit between the Committee and their courses or programmes.

The Departmental Learning and Teaching Secretary will provide administrative support with regard to the meetings and business of the Committee.

**In attendance**

• Secretary to the Learning and Teaching Committee
• Postgraduate Course Administrators
• Student Representatives (for Unreserved Business only)

**Standing Agenda Items**

Minutes
Matters Arising
Members’ Reports
Report from Mitigating Circumstances Panel
Panels’ Reports
Any Other Business