

## *Terms of Reference*

### **Teaching, Learning and Assessment Committee**

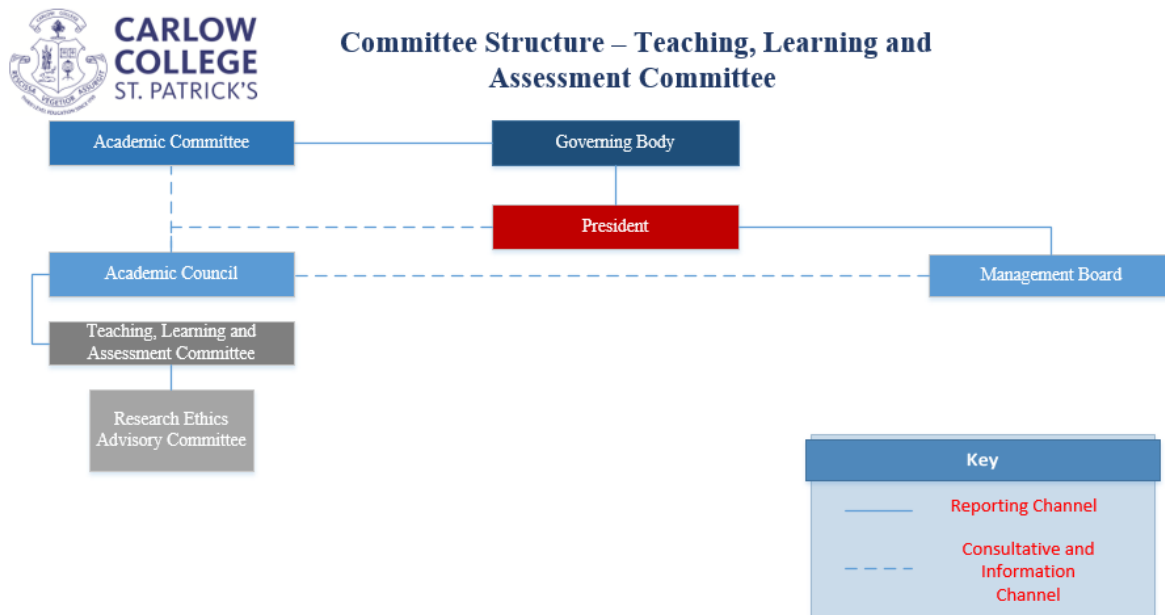
#### **Section 1: Remit**

Teaching and Learning is at the core of the institutional purpose of Carlow College, St. Patrick's. The importance of teaching and learning was recognised, and prioritised, in the *National Strategy for Higher Education to 2030* (2011) and the establishment and work of the *National Forum for the Enhancement of Teaching and Learning in Higher Education*. The role of the Teaching, Learning and Assessment Committee is to articulate, develop, and promote teaching and learning practice in the College consistent with best national and international practice and in-line with the strategic goals of the College.

#### **Section 2: Membership**

Function	Mode of Selection
Teaching, Learning and Assessment Lead, Chair	Ex Officio (must be appointed and will have Ex Officio status on Academic Council)
Assistant Registrar for Academic Affairs	Ex Officio
Assistant Registrar for Strategic Development	Ex Officio
Programme Board Chairs	Ex Officio
Academic staff member	Nominated by the Committee
Academic staff member	Nominated by the Committee
Library Representative	Ex Officio
IT Officer	Ex Officio
Director of Operations	Ex Officio
Learner representative	Nominated by the Committee
Quality Assurance Officer	Ex Officio
Research Ethics Advisory Committee Chair	Ex Officio

### Section 3: Reporting Structure



The Teaching, Learning and Assessment Committee is a sub-committee of Academic Council and the Teaching, Learning and Assessment Lead has *ex officio* status on Academic Council. Moreover, the Teaching, Learning and Assessment Lead directly reports to the Office of the Registrar and leads all teaching and learning initiatives in the College. As Chair of the Teaching, Learning and Assessment Committee, the Lead informs other relevant College committees and staff members of its deliberations. The Research Ethics Advisory Committee is a sub-committee and has a reporting channel to the Teaching, Learning and Assessment Committee.

### Section 4: Terms of Reference

The Teaching, Learning and Assessment Committee is tasked with:

- to develop the decision-making process within the committee;
- to develop and maintain: a process for recording/archiving minutes, actions taken and reports for self-monitoring activities;
- the development and oversight of the Teaching and Learning Strategy of the College;
- informing and being informed by the strategic planning process of the College;
- the oversight and development of educational practice;
- ensuring teaching and learning practice is consistent with regulatory requirements applying;
- maintaining and developing the currency of practice in line with national and international advances in pedagogical practice at third level;

- securing the ongoing development of the College's learning environments in support of teaching and learning practice and goals;
- supporting academic staff in reviewing and developing their own pedagogical practice;
- promoting a range of delivery modes consistent with institutional and programmatic educational goals;
- promoting a range of assessment practices, including the use of assessment for formative and summative purposes consistent with institutional and programmatic educational goals;
- articulating desired graduate attributes for Carlow College, St. Patricks (in relation to levels 7, 8, and 9);
- informing and supporting the professional development of staff relative to teaching and learning practice.

### **Section 5: Frequency of Meetings**

The Committee shall meet monthly September through July; or otherwise at the discretion of the Committee.