**Senate**

Subject: Proposals on the Committees Relating to Learning and Teaching, Research and Enterprise under the new University Structure

**Origin: University Structure Project Management Board**

**1. Learning and Teaching Committee**

Revised terms of reference and membership for Learning and Teaching Committee (LTC) are submitted for approval below. It is recommended that from the start of 2011/12 all 10 School ADTs will be members of the Committee and that the three members appointed by Senate, one from each Faculty, should be removed. The Programme Quality Team will be renamed to the Learning and Teaching Advisory Group. It will act as an operational body meeting every 4-6 weeks.

**Revised Terms of Reference**

1. To advise Senate on learning and teaching strategy and policy setting, and oversee the development of associated implementation plans.

2. To keep under the review the effectiveness of arrangements for managing academic standards and assuring the quality of students' learning opportunities.

3. To ensure that effective institutional approaches are developed and implemented to enhance the quality of provision.

4. To ensure that effective arrangements are in place to identify, support, disseminate and reward effective practice and innovation in learning, teaching and assessment.

5. To keep under review Regulations relating to the conduct of undergraduate and postgraduate taught programmes.

6. To keep under review the operation of the University's modular, credit-based curriculum framework, the semesterised academic year, and the associated assessment processes.

7. To oversee arrangements for assuring the quality and standards of collaborative provision.

8. To receive reports and recommendations from the Curriculum Sub-Committee, the British University in Egypt (BUE) Validation Sub-Committee, the Learning and Teaching Advisory Group and other groups which it may establish from time to time to address specific issues.

9. To receive reports on matters relevant to the Committee, including annual and periodic programme reviews, and from the Associate Dean (Teaching) BUE on matters concerning the University's partnership with BUE within his/her area of responsibility.

10. With the Research Committee, to receive reports from the Director of the Graduate School on the development and operation of the Graduate School.

11. To oversee the setting of policy in relation to the academic aspects of admission to taught programmes.

12. To consider such other issues related to learning and teaching as may be referred to it by Senate, and to report to Senate after each meeting.

**Revised Composition**

Pro-Vice-Chancellor (Teaching) - Chair

School Associate Deans (Teaching)

Chair of the Curriculum Sub-Committee

Academic Registrar

Director of the Teaching Centre

Director of IT

Dean of the Graduate School

The Students’ Union Vice-President for Education

TBCstudent members appointed by LSU (N.B. student representation is under discussion at the Academic Governance Working Group. The outcomes of this discussion will inform the student membership of LTC beyond the SU VP for Education).

The Committee will continue to meet normally three times per year. The Librarian and the Director of Change Projects will receive all papers and a standing invitation to attend for any item of business relating to the services they provide if they are not a full member of the Committee under any category above. The Director of Student Services will also receive all papers and a standing invitation to attend.

Other individuals may also be invited to attend for items relevant to their area of expertise.

**2. Research Committee**

It is proposed that the current Research Team, which meets approximately monthly for informal discussion of strategy and for handling more operational business, be disbanded. Its function will be combined with the role of the existing Research Committee which currently meets only two or three times a year to create a new Research Committee as described below. The opportunity has been taken to include student representation at the suggestion of the Academic Governance Group. The current membership of the Research Committee is set out after the proposals for the new Committee.

**Revised Terms of Reference – to follow**

**Revised Composition**

 Pro Vice-Chancellor (Research) - Chair

 Director, Research Office

 School Associate Deans (Research)

 Dean of the Graduate School

 Senior Assistant Registrar (Research Student Office)

Director of a Research School

Postgraduate Research Student Representative

Other individuals may also be invited to attend for items relevant to their area of expertise.

**Current Terms of Reference of Research Committee**

As a Committee of Senate it shall be required to act in an executive and advisory capacity in the initiation, promotion and development of research in the University in accordance with the current Strategic Plan, and in particular:

1. To develop and support a co-ordinated strategy for the growth of high quality research in the University and make recommendations to Operations Committee on the resource and budget implications of this strategy.
2. To identify new areas of potential growth, especially in multi-disciplinary activity and tobuild upon existing strengths in high quality research.
3. To monitor and evaluate research performance across the University, and to take action to ensure quality improvement.
4. To keep under review the external influences on the development of research, including HEFCE, Research Council and European Union policies on the funding of research in order to take maximum advantage of funding opportunities and initiatives.
5. Via the AD(R)s, to communicate and to facilitate a dialogue with Faculty Directorates and Faculty Boards and to promote awareness within the wider research community of the University.
6. To report to Senate after each meeting

**3. Enterprise Related Committees**

The University currently has an Enterprise Board, a Joint Committee of Senate and Council, which is chaired by the Provost and DVC and which has a significant lay membership. This has operated effectively to provide external scrutiny and challenge in relation to major enterprise initiatives. It has been supported by an Enterprise Projects Group which has dealt with specific streams of Enterprise activity. However, there has been no group paralleling Learning and Teaching Committee and Research Committee, bringing together key departmental level stakeholders with key central staff to oversee strategy and major operational issues in Enterprise.

Through its work reviewing governance arrangements in preparation for the new University structure, the Research and Enterprise Working Group has brought forward proposals for a new Enterprise Committee to be a Joint Committee of Senate and Council and to include the 10 ADEs in its membership. This will largely parallel Research Committee and Learning and Teaching Committee (although the latter is exclusively a committee of Senate at present). The aim is to strengthen the mechanisms by which Enterprise can be embedded in the work of the University.

Recognising the particular value of external input in the Enterprise area, however, the Working Group proposes to retain the Enterprise Board as a Sub-Committee of the new Enterprise Committee and to rename it the Enterprise Advisory Board (EAB). It is proposed that the EAB provides an independent report annually on its work directly to Council, although it would be appropriate for this report also to be considered at Senate and at the Enterprise Committee. Proposals for the future of the Enterprise Projects Group are awaited from the Research and Enterprise Working Group.

1. Enterprise Advisory Board – Sub- Committee of the Enterprise Committee to replace the existing Enterprise Board

**Terms of Reference**

1. To consider and advise on Enterprise strategy and policy matters.
2. To provide advice and support on the University’s implementation of its Enterprise Strategy.
3. To receive reports on KPIs in the area of Enterprise.
4. To receive reports on matters of significance for the development and execution of the agreed Enterprise strategy and policy.

1. To report annually to Council via the Enterprise Committee and Senate.

**Proposed Composition of Enterprise Advisory Board**

Provost & Deputy Vice-Chancellor - Chair

 PVC (E)

Deputy PVC(E)

PVC(R)

One lay Member of Council nominated by the Chair of Council

Chief Operating Officer

External member from the Business community

External member from the Legal/IP field

External member from the new ventures/SME community

External member from the Local Enterprise Partnership or other Governmental body

External member from the Social Enterprise Community

The external members will be appointed on a three year basis in the first instance, with those appointments being reviewed annually. The Chair will offer the appointments in consultation with the *ex officio* members.

Other individuals may also be invited to attend for items relevant to their area of expertise.

The Board will meet a minimum of twice per annum and more frequently if necessary.

Meetings will normally be in person at Loughborough University

1. **New Enterprise Committee - Joint Committee of Senate and Council**

 **Terms of Reference**

1. To develop Enterprise strategy and policy matters.
2. To receive reports on matters of significance for the development and execution of the agreed Enterprise strategy and policy.
3. To assist in embedding Enterprise activity in all schools
4. To assist with delivery of School and University Enterprise Strategy.
5. To define KPIs in the area of Enterprise.
6. To establish and approve terms of reference for working groups.
7. To receive reports on matters of significance and recommendations from working groups.
8. To receive reports regarding the formation and withdrawal from University spin out companies.
9. To receive reports and recommendations from Enterprise Advisory Board.
10. To report to Senate and Council.

**Proposed Composition of Enterprise Committee**

PVC(E) – Chair

Deputy PVC(E)

Head of Business Partnerships

Head of IP Commercialisation

Associate Deans (Enterprise)

Student representative

Other individuals may also be invited to attend for items relevant to their area of expertise.

1. Current Enterprise Board

**Terms of Reference**

1. To consider, recommend or approve as appropriate Enterprise strategy and policy matters.
2. To receive reports on matters of significance for the development and execution of the agreed Enterprise strategy and policy, including the Science and Enterprise Park and the Innovation Centre.
3. To provide advice and support on the University’s implementation of its Enterprise Strategy, with particular emphasis in the areas of spin out funding and ensuring benefit to the University from the exploitation of its intellectual property.
4. To receive reports on KPIs in the area of Enterprise strategy.
5. To approve the terms of reference of the Enterprise Projects Group.
6. To receive reports on matters of significance from the Enterprise Projects Group, including the allocation of funding to particular projects.
7. To consider and approve where appropriate recommendations from the Enterprise Projects Group regarding the formation and withdrawal from University spin out companies and projects**.**

8. To report to Senate and Council after each meeting

**Composition**

Provost & Deputy Vice-Chancellor - Chair

PVC (E)

PVC(R)

Treasurer

Chief Operating Officer

External member from the Business community

External member from the Legal/IP field

External member from the new ventures/SME community

External member from the Regional Development Agency or other Governmental body

The external members will be appointed on a three year basis in the first instance, with those appointments being reviewed annually. The Chair will offer the appointments in consultation with the *ex officio* members.

The Board meets a minimum of twice per annum and more frequently if necessary. Meetings will normally be in person at Loughborough University.