



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Terms of Reference: Teaching and Learning Committee

Purpose

The Teaching and Learning Committee, as a sub-committee of Academic Council, is established to provide strategic oversight, advice, and guidance on matters relating to teaching, assessment, curriculum development, and student learning experiences across the University, thereby fostering an inclusive and engaging educational environment.

Its primary aim is to enhance the quality and effectiveness of teaching, learning and assessment; promote innovation in pedagogical practices; thereby supporting academic staff and students in achieving educational excellence; while maintaining a watching brief on national and international best practice.

Functions and Responsibilities:

- **Strategic Development:** Aligned with the University's Strategic Plan; review, recommend and advise on strategies and policies that advance teaching, learning, and assessment practices to the Academic Council and others as appropriate.
- **Quality Assurance:** Monitor and evaluate the quality of teaching, learning, and assessment methods and activities, as appropriate, to ensure high standards and continuous improvement, aligned with national and international best practice.
- **Innovation:** Identify and promote best practice and encourage the adoption of appropriate educational technologies and pedagogical innovations.
- **Stakeholder Engagement:** Facilitate collaboration among academics, students, and professional services units to promote educational excellence. Consider student feedback on teaching, learning and assessment matters as appropriate, or when required, to enhance stakeholder

engagement and identify opportunities for the continuous professional development of academic staff.

- Consider and make recommendations in respect of Learning and Teaching spaces, infrastructure, technologies, and facilities related to teaching and learning in the University.
- Make recommendations in respect of strategic alliances and partnerships, both national and international, in Teaching & Learning and Academic Staff Development.
- Consider such reports as come from other committees and offices as they relate to Learning, Teaching, and Assessment.

Membership

- A Deputy Chair will be nominated from amongst the members.
- The membership of Teaching and Learning Committee is approved by the Deputy President and Registrar (DPR), with members nominated by their respective unit or appointed by the Chair. Each nominated member serves a three-year term, which may be renewed once only for a maximum of six years.
- The membership of Teaching and Learning Committee shall reflect the University's requirement for at least 40% gender balance on all University Committees.
- Additional members or experts may be invited to attend meetings as needed.

Teaching and Learning Committee Membership:

Position	Method of Appointment
Deputy President and Registrar (Chair)	Ex officio
Deputy Chair	Nominated within membership
Secretary for Governance & Academic Affairs	Ex officio
Dean of Students	Ex officio
Vice Dean for Teaching and Learning of the College of Arts, Social Sciences and Celtic Studies	Ex officio
Vice Dean for Teaching and Learning of the College of Business, Public Policy and Law	Ex officio

Vice Dean for Teaching and Learning of the College of Medicine, Nursing and Health Sciences	Ex officio
Vice Dean for Teaching and Learning of the College of Science and Engineering	Ex officio
Uachtarán, Comhaltas na Mac Léinn	Ex officio
Oifigeach an Oideachais, Comhaltas na Mac Léinn	Ex officio
University Librarian (or nominee)	Ex officio
Director of Centre for Excellence in Learning and Teaching (CELT)	Ex Officio
Assistant Director of Centre for Excellence in Learning and Teaching (CELT)	Ex Officio
Academic Integrity Officer	Ex Officio
Director of Information Services and Solutions (or nominee)	Ex Officio
Director of Centre for Adult Learning and Professional Development (CALPD)	Ex Officio
Director of Quality	Ex Officio
Acadamh na hOllscolaíochta Gaeilge representative	Ex Officio
Director of Registry	Ex Officio
Head of the Career Development Centre	Ex Officio
Recognition of Prior Learning Project Lead	Ex Officio
Oifigeach na Gaeilge	Ex Officio
Leas-Uachtarán don Ghaeilge, Comhaltas na Mac Léinn	Ex Officio
Head of Strategic Projects, DPR Office	Ex Officio
DPR Office Administrator	(in attendance)

Secretariat

The Office of the Deputy President and Registrar provides the Secretariat to the Teaching and Learning Committee and shall be responsible for keeping the record of attendance and the minutes of meetings.

Conflicts of Interest

Committee members shall take personal responsibility for the declaration of any real or perceived conflicts of interest arising in relation to any items on the agenda for Committee meetings. To facilitate this, the declaration of any conflicts of interest will be the first agenda item for each meeting of the Committee.

- Where a conflict of interest arises, a Committee member shall bring this to the attention of the Chair and where necessary absent themselves from the meeting for the duration of the discussion and shall not take part in any decisions in relation to the matter in question. Similar arrangements apply in relation to relevant meeting documentation where such documentation shall not be made available to the Committee member, once a potential conflict of interest has been declared. Declarations of conflicts of interest shall be noted in the minutes of the Committee meeting.

Conduct of Business

- Ordinary meetings of the Teaching and Learning Committee will be convened on the instruction of the Chair, typically four times in the academic year. Provisional dates for such meetings will be published in advance.
- A Special meeting of the Teaching and Learning Committee may be called at any time by the Chair.
- The Deputy President and Registrar shall be chairperson of the Teaching and Learning Committee. Where the Deputy President and Registrar is unable to chair a meeting, the Deputy Chair shall chair the meeting.
- The quorum for a meeting of the Teaching and Learning Committee shall be as follows:
 - If there is an even number of members on the Committee, the attendance of half the number of members, plus one, or
 - If there is an odd number of members on the Committee, the attendance of half the

number of members of the Committee rounded down to the nearest whole number, plus one.

- Each issue at a meeting of the Committee shall, as far as possible, be determined by consensus, but where in the opinion of the Deputy President and Registrar, or the member nominated by the Deputy President and Registrar to chair the meeting, consensus is not possible, the issue shall be decided by a majority of the votes of members present and voting on the issue.
- At meetings of the Teaching and Learning Committee, the Deputy President and Registrar shall have a casting as well as a deliberative vote.
- The dates and times of the Teaching and Learning Committee meetings are published in advance on the University website for the entirety of the current academic year. The Secretary of Teaching and Learning Committee shall reshare this information with each member of the Committee at least one week in advance of the meeting date.
- The agenda for each meeting of Teaching and Learning Committee shall be prepared by the Office of the Deputy President and Registrar and shall be communicated to each member of the Committee at least one week in advance of the meeting.
- Members wishing to make an input to the agenda should notify the Secretary at least two weeks before the meeting in question.

Reporting

- The Minutes of Teaching and Learning Committee meetings will be submitted to the following Academic Council meeting.
- The Teaching and Learning Committee will submit reports to the Academic Council as required and where appropriate make recommendations to Academic Council.

Review

- The Terms of Reference of the Teaching and Learning Committee shall be reviewed once every three years.