



EXECUTIVE SUB-COMMITTEE

**UNIVERSITY OF LIMERICK LEARNING, TEACHING AND
ASSESSMENT COMMITTEE (ULTAC)**

TERMS OF REFERENCE

**Approved by Executive Committee
8 December 2021**

University of Limerick Learning, Teaching and Assessment Committee (ULTAC)

Introduction

- 1.1 The purpose of University Learning, Teaching and Assessment Committee (ULTAC) is to develop the UL learning, teaching and assessment strategy and appropriate related policies.
- 1.2 University Learning, Teaching and Assessment Committee (ULTAC) is a sub-committee of the Executive Committee and reports to Executive Committee via the Provost and Deputy President.
- 1.3 The Committee provides a forum to facilitate development and implementation plans for a coherent and consistent approach to quality learning, teaching and assessment and provides clear alignment to faculty approaches through the Faculty Learning and Teaching Committees (FLTACs) as proposed.
- 1.4 The Committee will meet at least four times per annum. The schedule of meetings will be agreed in advance by the Committee.
- 1.5 A quorum for a meeting of the Committee shall be one third of the total number of members, rounded up to the nearest whole number, plus one. The participation of members by tele conferencing and/or video conferencing will be counted for the purposes of a quorum. No meeting will proceed in the absence of a quorum.
- 1.6 The Committee will review its terms of reference on an annual basis and recommend any changes to Executive Committee for approval.

2. TERMS OF REFERENCE

- 2.1 Develop, implement and support the Learning, Teaching and Assessment Strategy in support of academic excellence, an outstanding student experience and graduate employability.
- 2.2 Promote excellence and innovation in learning, teaching and assessment by fostering the development and implementation of transformative pedagogies, learning analytics, research led curricula, scholarship, flexible learning and technology enhanced/enabled learning approaches in line with international best practice and in student partnership.
- 2.3 Encourage the implementation of equality, diversity, inclusion, and human rights across all dimensions of learning, teaching and assessment.

2.4 Work in partnership with Student Life and the Postgraduate Student Union to grow student representation and student partnerships across the critical elements of learning, teaching and assessment.

2.5 Engage in horizon scanning to anticipate and prepare for new opportunities and likely future developments in learning, teaching and assessment.

3. GOVERNANCE

3.1 The Committee will act with authority, as delegated by the Executive Committee to take strategic and high-level decisions in the area of learning, teaching and assessment.

3.2 In taking forward its remit, the Committee will support equality, diversity, inclusion and human rights. It will seek consistency and common approaches, where these are in the best interests of students and staff.

3.3 The Committee will liaise closely with other Committees of Executive Committee, Academic Council, Governing Authority Committees, Faculty Learning and Teaching Committees, Learning Technology Forum, and other committees as appropriate.

4. MEMBERSHIP OF UNIVERSITY LEARNING, TEACHING AND ASSESSMENT COMMITTEE

| Position | Method of appointment |
|--|----------------------------------|
| Provost & Deputy President (chair) | Ex officio |
| Head of CTL or nominee (deputy chair) | Ex officio |
| Assistant Dean Academic Affairs AHSS or nominee | Ex officio |
| Assistant Dean Academic Affairs EHS or nominee | Ex officio |
| Assistant Dean Academic Affairs KBS or nominee | Ex officio |
| Assistant Dean Academic Affairs S+E or nominee | Ex officio |
| Assistant Dean GPS or nominee | Ex officio |
| VP Research or nominee | Ex officio |
| AVP Student Engagement | Ex officio |
| AVP Academic Affairs | Ex officio |
| VP Global and Community Engagement or nominee | Ex officio |
| Faculty Learning and Teaching Committee Chair AHSS | Appointed by Dean AHSS |
| Faculty Learning and Teaching Committee Chair EHS | Appointed by Dean EHS |
| Faculty Learning and Teaching Committee Chair KBS | Appointed by Dean KBS |
| Faculty Learning and Teaching Committee Chair S+E | Appointed by Dean S+E |
| Representative Learning Technologist Forum *3 | Appointed by LTF membership |
| Director Cooperative Education and Careers Division or nominee | Ex officio |
| Director Library and Information Services Division | Ex officio |
| Student Life Academic (ULSL) nominee (sabbatical officer) | Ex officio |
| PSU President or nominee (sabbatical officer) | Ex officio |
| Up to three academic members | Co-opted by the Committee itself |
| Planning and Projects Manager | Ex Officio |

5. Responsibilities and Expectations of Committee Members

5.1 All members of the Committee:

- Are expected to be collegial and constructive in approach.
- Should attend regularly and participate fully in the work of the Committee and Working Groups. This will involve looking ahead and consulting/gathering input in order to provide the broad spectrum of thoughts and opinions which are necessary for proper consideration of the area being discussed.
- Are expected to be committed to communicating the work of the Committee to the members of their division, faculty and community.

Approved by Executive Committee, 8 December 2021

Membership amended to add Planning and Projects Manager, 6 April 2022.