



Learning Support Committee – Terms of Reference

1. The Learning Support Committee is a sub-committee of the Diversity and Equal Opportunities Monitoring Group but is responsible to the Academic Board for all aspects of learning support within the College.
2. The Learning Support Committee is comprised as follows:
 - Director of Undergraduate Studies (Chair);
 - Learning Support Co-ordinator;
 - Disability Officers responsible for physical difficulties and learning difficulties;
 - Study Skills tutor;
 - Two students.

Three participants will constitute a quorum but must include one member of staff and at least one student. Learning support volunteers are also invited to attend.

3. Operations:
 - The Learning Support Committee will be responsible for overseeing the work and development of the Learning Support Department;
 - The committee will provide guidance, advice and support to the Learning Support Co-ordinator. The committee will meet twice per annum as a minimum;
 - Regular agenda items will include departmental resources, facilities, staff training, student complaints, and relevant developments in Office for Students expectations;
 - The committee will report annually to the Academic Board on its work in relation to major issues of learning support policy and development and the effectiveness of the department in relation to the agreed targets in the College's Access and Participation Plan;
 - The committee will also report at each meeting of the Diversity and Equal Opportunities Monitoring Group.

Document control box			
Title	Learning Support Committee– Terms of Reference		
Date approved	June 2018	Implementation date	July 2018
Next review date	November 2019		
Version	1	Supersedes version	n/a
Approving body	Governance group		
Quality Code consulted	B2, B3, B4, B5		
Member of staff responsible	Academic Director		