



## Senior Leadership Team

### 1. Purpose

The LCIBS Senior Leadership Team is responsible for providing effective, coordinated and strategically aware leadership of the Colleges' current and future performance.

### 2. Membership

Dean

Head of Quality Assurance and Programme Enhancement

Operations Manager

Nominated Secretary

### 3. Terms of Reference

- To develop, monitor and refine the College's strategic approach, including development of the strategic plan.
- To determine and oversee the processes by which strategic and operational planning is undertaken by other departments; to agree academic, operational and financial targets.
- To develop the annual budget and financial forecasts and recommend these to Board of Directors and Governance Board
- To monitor the College's academic, financial and operational performance against agreed objectives, targets and budgets and to take action where there are significant variances.
- To determine the action to be taken by the College in response to external opportunities and initiatives.
- To consider, record and address the potential equal opportunity impacts of decisions made by the other Committee (in accordance with the 'due regard' provisions of the Equality Act 2010).
- To consider reports from the College's other committees and sub committees
- To consider and advise on any other matters as may be referred to it.

### 4. Reporting

Reports to the Board of Directors

### 5. Schedule

Bi Monthly

## Operations Board

### 1. Purpose

To monitor and report on the College's Health and Safety functions, finances (including procurement of resources), Human Resource Management and Marketing.

### 2. Membership

Operations Manager  
Dean  
Head of Quality Assurance  
IT Manager  
Member of Academic team  
Member of Finance team  
Nominated Secretary

### 3. Terms of reference

- To develop, monitor and refine the colleges health and safety policy/procedures, marketing strategy and HR functions
- To agree operational and financial targets relating to Facilities, Human Resources and Marketing
- To produce budgets for each operational department (Facilities, HR and Marketing) for recommendation to Senior Leadership Team

#### HR

- Monitor staffing, recruitment, promotions and departures
- Production and review of staff handbook
- Monitor and report on staff
  - Grievance
  - Disciplinary
  - Development and training

#### Facilities and Health and Safety

- Produce, monitor and review health and safety policy and associated risk assessments
- To ensure that facilities, technology and other business support services operate effectively, allowing high quality delivery
- To consider reports and information provided by inspectors, audits and other monitoring activities and make recommendations

#### Marketing

- Develop, monitor and review communication strategies internally and externally
- Develop, monitor and review website
- Ensure validity of public facing information
- Work with admission panel on student recruitment (events and fairs)
- Production and review of Style guide

### 4. Reporting

Reports to the Senior Leadership Team

### 5. Schedule

Bi Monthly



## Academic Board

The Academic Board has four sub committees

- Exam/Awards committee
- Teaching, Learning and Assessments Committee
- Programme Committee
- Admissions Board

### 1. Purpose

Academic Board has ultimate responsibility for the standards, quality and enhancement of academic provision within the College. It is the senior academic committee of the College, with a range of responsibilities relating to the organisation of learning and teaching, standards, students and courses and advising the Board of Directors on academic matters.

### 2. Membership

Dean  
Programme leads  
Head of Quality Assurance

### 3. Terms of Reference

- policy issues relating to the learning, teaching and courses at the College, including criteria for the admission of students
- policies and procedures for assessment and examination of the academic performance of students
- the content of the curriculum
- academic standards and the approval, monitoring and review of courses
- the award of, and the procedures for the award of, qualifications and awards
- agreements with other validating and accrediting bodies, including professional institutions and other education providers
- the overview of all collaborative provision entered into by the college
- the procedures for the expulsion of students for academic reasons (such responsibilities shall be subject to the requirements of validating and accrediting bodies)
- considering the development of the academic activities of the College and the resources needed to support them

### 4. Reporting

Board of Directors

### 5. Schedule

Twice a year

## Exam/Awards committee

### 1. Purpose

To ensure that all students are treated fairly through the application of all its qualifications, examinations and assessments processes. This will ensure that LCIBS maintains its professional standards and integrity and operates in line with the quality criteria of the appropriate regulatory authorities and validating partnerships

### 2. Membership

Dean  
Programme Leads  
Modules lecturers (for each module in consideration)  
Head of Quality  
External Examiner  
Member of OU for Validated Programmes  
Registrar (act as secretary)

### 3. Terms of reference

- To oversee assessment procedures in all programmes and to maintain standards in assessments
- To apply assessment regulations for the various programmes
- To moderate, approve module marks and award credit
- To determine requirements for deferred and referred students
- To make decisions on progression
- To consider recommendations based on students with migrating circumstances and apply fairly
- To consider recommendations following investigations into academic unfair practice
- To consider and approve formal progression decisions for each student and their continuation or discontinuation on a programme of study

### 4. Reporting

Academic Board and validating partners

### 5. Schedule

Module exam board and award boards meets 3 times per level



## Teaching, Learning and Assessments Committee

### 1. Purpose

The Teaching Learning and Assessment Committee (TLAC) is a subcommittee of the Academic Board and has been granted by the Board the duties of overseeing the teaching and learning strategy for the college and its implementation and review. To make recommendations for enhancement of the Teaching and Learning Strategy to the Academic Board. The TLAC will also monitor and review assessments undertaken per programme to ensure they are fit for purpose, fair and administered correctly.

### 2. Membership

Dean  
Programme leaders  
Head of Quality Assurance  
Registrar  
Members of Faculty (if their modules/areas of expertise are being discussed)  
Secretary

### 3. Terms of reference

- Advise the Academic Board on matters relating to teaching and learning including
  - The enhancement of, and new directions, in teaching and learning and the adoption of emerging technologies
  - Evaluation and monitoring procedures for quality teaching, learning and assessment
  - Strategies and services to meet the leading needs of a diverse range of students and different student groups
  - Strategies to support the interdependence of research and teaching and promote research-led higher education
- To consider mechanisms to disseminate good practice in learning and teaching across the college and to make recommendations on their implementation
- Take recommendations from External Examiners reports and incorporate for the purposes of enhancing modules, programmes and assessments
- Oversee staff development activities

### 4. Reporting

Reports to the Academic Board

### 5. Schedule

Meets twice a year



## Programme Committee

### 1. Purpose

The programme committee is a subcommittee for the Academic Board and has been granted by the board the duties of overseeing the day-to-day managements of programme provision and for ensuring effective engagement with students on programme lead matters. The programme committee also supports the programme leads and Head of Quality assurance and Programme Enhancement in the effective management and enhancement of all programme development.

### 2. Membership

Head of Quality Assurance and Programme Enhancement  
Dean  
Programme Leads  
Faculty Lectures as and when needed  
Student representative  
Registrar (Secretary)

### 3. Terms of reference

- To consider the on-going development, content and delivery of all programmes to ensure robust academic quality, standards and the overall student learning experience
- To ensure that all programme operate with the college's teaching, learning and assessment strategy
- To ensure that the college's programmes operate in accordance the regulatory framework
- To monitor and review the programmes twice a year.
- Consider student feedback arising from Student Staff Consultancy Committee, and programme evaluations
- To report and ensure appropriate actions are taken in light of evaluation

### 4. Reporting

Teaching, learning and Assessment Committee and the Academic Board

### 5. Schedule

Meets twice a year



## Admissions Board

### 1. Purpose

The Admission Panel is a subcommittee for the Academic Board and has been granted by the board the duties of overseeing the development and monitoring of the College's admissions policy and criteria. To ensure that the admission process is implemented in a fairly and in a transparent manner and promotes equality.

### 2. Membership

Registrar/Admissions  
Programme lead  
Faculty Member representative

### 3. Terms of reference

- To oversee the College's student recruitment strategy and admissions policy
- Determine targets and for student recruitment per programme
- Make decisions on entry to programmes via the admissions panel
- To review APL and advance standing applications
- To ensure all admissions processes are fair, transparent and promote equality

### 4. Reporting

To the Academic Board

### 5. Schedule

Meets every two months of intakes and has a twice annual review meeting



## Quality Assurance and Enhancement Committee

### 1. Purpose

The Quality Assurance and Enhancement Committee (QAEC) is responsible for the academic quality assurance framework as it relates to all types and levels of study within the College. The Committee acts as a planning forum for the discussion and promotion of developments in academic quality assurance, whether internally driven or externally indicated.

### 2. Membership

Head of Quality  
Dean  
Operations Manager  
Programme Leads  
Registry

### 3. Terms of reference

Oversee delivery of the college's quality assurances framework, including:

#### Assurance and Standards

- Periodic internal reviews
- Reviews of Student services in the context of services' impact on the student experience
- Internally and externally derived information and data, including student feedback and reviews of academic and student support service provision
- Systems used by the College for establishing appropriate standards of courses and programmes and the validation of new courses and programmes

#### Student Engagement

- Ensuring effective developments and arrangements for representation of the individual and collective student voice

#### Strategic Enhancement

- Disseminating and promoting good practice in quality assurance
- Arising from its consideration of internal and external data, identify trends and make recommend actions based upon these to enhance and improve the colleges teaching, processes and student engagement
- Overseeing the colleges response to consultations, initiatives, and requirements of relevant external bodies, including the Quality Assurance Agency, Office of Students and professional bodies

### 4. Reporting

To the Senior Leadership Team, Advisory board and the Board of Directors

### 5. Schedule

Twice a year



## Student Staff Consultative Committee

### 1. Purpose

To represent the interests and concerns of the LCIBS student body and to provide recommendations of student issues to the necessary committees.

### 2. Membership

All student representatives  
Head of Quality Assurance  
Assistant Dean of Student experience  
Programme Leaders  
Operations manager  
Registry

### 3. Terms of reference

- To consider the form and timing and results of student evaluation of courses, together with results from previous years (and any necessary action arising from these) and the National Student Survey and the Student Satisfaction Survey
- To consider issues raised by students and/or by the department relating to course content, design and delivery; assessment and feedback; tutorials; timetabling; library; IT and other facilities
- To be involved in departmental quality assurance procedures including the Annual Review of Learning and Teaching, receiving reports from (and reporting to) other relevant departmental committees as appropriate.
- To consider the effectiveness of the departmental personal tutorial support system and other student support systems, such as PDP

### 4. Reporting

Programme committee, Operations Board, Quality Assurance and Enhancement Committee and Academic Board

### 5. Schedule

Meets twice per academic level/year