Title: Terms of Reference -College Teaching, Learning, and Assessment Committee

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Review: These Terms of Reference are subject to review as per amendments of University's Policies

1. Purpose:

The purpose of this document is to define the College Teaching, Learning and Assessment Committee (C-TLAC) at Gulf University and describe the procedures to be followed by the Committee to ensure consistency in implementation of Teaching, Learning and Assessment Procedures across all Departments and programs.

2. Scope:

The document applies to all Departments, and personnel involved in teaching, learning and assessment processes at the College.

3. Acronyms:

BQA	Education and Training Quality Authority
C-TLAC	College Teaching, Learning and Assessment Committee
HEC	Higher Education Council
NQF	National Qualification Framework
QADC	Quality Assurance and Development Center
U-TLAC	University Teaching, Learning and Assessment Committee

U-PDRC	University Policy Development and Review Committee

4. Name of Committee:

College Teaching and Learning Committee (C-TLAC).

5. Overall Aim

The committee shall advise concerned departments and staff, where appropriate, on any matter related to teaching, learning and assessment to encourage quality teaching and improve students' learning experience. The committee shall also manage and conduct verification and moderation (pre- and post- assessments) for major assessments.

6. Reporting

C-TLAC shall report to the Dean, shall provide recommendations to Dean, College and Department Councils.

7. Responsibilities

7.1 Advise on the outcomes and development of teaching, learning and assessment policies, procedures and practices of the College.

7.2 Ensure regular monitoring of the effectiveness of teaching, learning and assessment policies, procedures and practices through reviews and meetings.

7.3 Review and approve course assessment alignment forms developed by Instructors.

7.4 Conduct internal verification for major assessments by a team formed by the C-TLAC of at least two members from the specialization (members of the C-TLAC and invited faculty if needed) and another member from the committee. The verifiers shall also confirm that current assessment has not been copied exactly from the previous 2 versions. This shall be mentioned in the electronic form of internal verification.

7.5 Manage external verification (pre-moderation) for major assessments with external verifiers (moderators).

7.6 Manage external post moderation on selected samples of courses offered in the department each semester with external moderators.

7.7 Prepare Feedback Report based on received reports from instructors, HOD, and follow-up recommendations of External Verifies, at the end of each semester to ensure effectiveness of verification and moderation

7.8 Send Feedback Report to relevant Deans, C-QACs to reflect the recommendations in the improvement plans, and send copy to U-TLAC

7.9 Advise on evaluation of teaching, learning and assessment processes throughout the College.

7.10 Provide recommendations for improving teaching, learning and assessment policies and procedures.

7.11 Advise on priorities in academic staff development and student learning support activities.

7.12 Act as an advisory body to College Council, Departments and Academic Staff to enhance awareness of the latest developments in the field of teaching, learning and assessment to be fostered throughout the College, based on best national and international practice.

7.13 Maintain effective communication within the committee and with U-TLAC to ensure appropriate timely plans and actions.

8. Committee Composition

College Council shall compose the C-TLAC at the beginning of each academic year.

9. Members

Chair: Head of Academic Department/ Faculty member.
Coordinator: Faculty member (from the Committee).
Members: At least two faculty members from each academic program, representing the domains of the program. The committee may invite a faculty member from the program to participate in moderation Process.

10. Meetings

10.1 C-TLAC shall hold at least one meeting per semester.

10.2 Committee Chair or Coordinator may call for special/emergency meeting(s), at any time, if required.

10.3 Coordinator shall send notices of the meetings to members of the Committee in advance. This includes date, time, venue and agenda of the meeting, Form (GU-CM-F1) with relevant documents.

10.4 The notice of special meetings shall mention the purpose for which it is called.

10.5 Coordinator shall take the minutes of meeting, shall send them to Committee Chair and Members to be reviewed and signed by them within one week after the meeting, Form (GU-CM-F2).

11. Quorum

The presence of the Committee Chair or a person nominated by the Chair with a simple majority of the members of the Committee shall constitute a quorum at any meeting.

If the above-mentioned quorum is not present, the meeting shall be postponed to a date set by the Committee Chair.

12. Voting

12.1 All committee members are encouraged to vote. Unless there is clear consensus, the majority of the present committee members shall approve or reject the required decisions.

12.2 In case of any equal voting between members, the vote of the Committee Chair shall be considered as casting vote (2 votes).

12.3 In urgent cases the Committee Chair may take decisions on behalf of the committee, which shall be confirmed in the following meeting.

13. Review, Amend and Approval Authority:

U-PDRC shall revise/amend the TOR in accordance with the development and update of relevant policies and procedures of the university.
The revised/amended TOR shall be approved by University Council.

14. Related Policies:

- Assessment Policy
- Teaching and Learning Policy

15. Related Procedures:

- Assessment Procedures
- Assessment Verification and Moderation Procedures
- Teaching and Learning Procedures

16. Related References and Standards:

BQA	National Qualifications Framework Handbook
BQA	Programs-within-College Reviews Handbook