

Learning Spaces Subcommittee

Terms of Reference and Constitution

Governance reporting line:.....Reports to the Education and Student Experience Committee

Document owner:.....Education and Student Experience Committee

1. Origin

To ensure new learning spaces are fit for purpose and provide an inclusive and accessible learning environment for all students.

2. Purpose

- The Learning Spaces Subcommittee (LSSC) reports to the Education and Student Experience Committee and, on its behalf, informs University building, maintenance and refurbishment projects on learning and independent study spaces.
- The Chair is responsible for ensuring that any equality impacts against each project/policy/process/procedure have been considered as part of the decision-making process.

3. Responsibilities and activity

- To develop and have oversight of the principles governing the development and use of learning spaces, including independent study spaces.
- To develop and have oversight of the principles governing the change of use for learning spaces, including refurbishment proposals, as well as taking spaces out of “common learning spaces” (CLS) and moving spaces into CLS.

- To keep abreast of new ideas and technology relevant to learning spaces and recommend the adoption of these developments where they can enhance the learning environment, student experience or generate increased business returns (e.g. through hosting of conferences) for the University.
- To develop the expertise to inform University plans for the construction of new teaching and independent study spaces.
- To develop and have oversight of the principles governing the timetabling of CLS.

4. Reporting arrangements

- The Learning Spaces Subcommittee reports to the Education and Student Experience Committee.
- Key relationships: Estates stream within 10-year plan, Estates and Facilities, Capital Programmes Board, i-Solutions, SUSU.

5. Constitution

- Chair
- Curriculum and Timetabling Manager
- Estates representative
- Capital Programmes Board representative
- iSolutions representative
- Student Disability and Inclusion
- CHEP representative
- Library representative
- 5 x Faculty representatives to be nominated by Associate Deans (Education):
- 1 x Associate Director of Faculty Operations (ADoFO)
- Students' Union President
- Secretary

The Chair may co-opt additional members as necessary (including to act as chairs of subcommittees)

Members who are unable to attend may send a substitute with permission of the Chair.

6. Quorum and frequency

6.1 Quorum

The Learning Spaces Subcommittee will be quorate with one third of membership plus one in attendance

6.2 Frequency of meetings

The Learning Spaces Subcommittee will meet at least three times per year.

7. Resources

Secretariat support is provided.

8. Terms of Reference review

Date of last review: October 2022

Date of next review: October 2023

Annex 1 – Member names 2022-23

Chair	Professor Jim Anderson
Curriculum and Timetabling Manager	Clare Dillury
Estates representative	TBC
Capital Programmes Board representative	Bobbi Moore
iSolutions representative	TBC

Student Disability and Inclusion	Helen Rowland
CHEP representative	Erika Corradini
Library representative	TBC
<p>5 x Faculty representatives to be nominated by Associate Deans (Education):</p> <p>Faculty of Arts and Humanities</p> <p>Faculty of Environmental and Life Sciences</p> <p>Faculty of Engineering and Physical Sciences</p> <p>Faculty of Medicine</p> <p>Faculty of Social Sciences</p>	<p>Dr Huw Jones</p> <p>Dr Claire Clarkin</p> <p>Professor Steve Gunn</p> <p>Dr Nicola Englyst</p> <p>Matt Perks</p>
1 x Associate Director of Faculty Operations	
Students' Union President	
<p>5 x Student Faculty Officers:</p> <p>Faculty of Arts and Humanities</p> <p>Faculty of Environmental and Life Sciences</p> <p>Faculty of Engineering and Physical Sciences</p> <p>Faculty of Medicine</p> <p>Faculty of Social Sciences</p>	
Secretary	Sarah Harding