

Centre for Education and Teaching Innovation Board

The Centre for Education and Teaching Innovation (CETI) will champion and provide academic leadership in learning and teaching and will establish and support a university-wide culture of pedagogic reflection, curriculum development, innovation, scholarship and research. Working in partnership with Colleges, Schools and student-facing Professional Services and their representatives, it will be accountable and responsible to the needs of learning and teaching and educational development.

The CETI Board, will provide strategic oversight, leadership and direction for the work of CETI and will champion and take forward CETI's work within their own teams. The CETI Board will provide a forum to share and collaborate, to identify priorities, to assist with strategic, cross-functional decisions and to resolve issues.

The Centre for Education and Teaching Innovation Board reports to Teaching Committee and to the University Executive Board.

Terms of Reference

1. To have oversight of CETI's strategic planning, and to feed in institutional context (from colleges, professional services and university committees) supporting the effective operation of the Centre according to its mission.
2. To have oversight of CETI's leadership role in equality, diversity and inclusion, and to ensure that the University's commitments to an actively anti-racist and safe environment for all colleagues and students are embedded in CETI's activities and reflected in discussions and decisions.
3. To approve CETI's annual plan, taking due regard of the student experience and external assessments such as TEF, REF and KEF. To recommend the resources required for delivery of this plan and to evaluate progress made in implementation of the plan.
4. To support the integration of CETI's work around the University through members promoting and taking forward CETI activities and initiatives within their own teams, working in partnership with academic colleagues, professional services and students..
5. To have oversight of work being undertaken in relation to CETI's core responsibilities, including PRESTige, Foundation teaching and Academic English.
6. To share and collaborate on innovation in curriculum development, learning, teaching, assessment and feedback, exchanging practice and highlighting areas of innovation both within the University and generally in the higher education sector
7. To facilitate the implementation of the Pedagogic Scholarship and Research Strategy and comment on and provide guidance to support progress against its aims.

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8. To have oversight of the Westminster Learning Communities and to commission communities, where appropriate, to respond to emerging priorities or issues.
9. To commission, independently or via delegation from University Committees, task and finish groups to undertake short-term projects or initiatives related to CETI's work and to monitor their progress.
10. To have oversight of the development and implementation of promotional activity that will champion curriculum development, learning and teaching across the University and raise the profile of professional development and recognition routes.
11. To facilitate progress against the institutional target for PRESTige through the provision of guidance and support.
12. To have oversight of CETI's events programme, identifying potential topics, contributing where appropriate and evaluating the success of and learning from completed events.
13. To review the implications of any additional responsibilities that may be proposed for CETI

Membership

Ex-officio

- DVC (Education) chair (1)
- Head of CETI (1)
- Associate Head of College (Education and Students) (3)
- Academic Registrar or nominee (1)
- Director of Student and Academic Affairs or nominee (1)
- Director of Global, Recruitment and Admissions or nominee (1)
- External member (1)
- President of the Student Union or nominees (2)

Nominated

- CETI Business Partner (Financial Planning & Analysis)
- One member of CETI Executive (on a rotating basis)

Secretariat

- CETI Manager
- Nomination of the Chair of the CETI Board

A quorum of the CETI Board shall comprise a minimum of 40% of the members, including the Chair or Deputy