



DEPARTMENT: ADM/QUALITY ASSURANCE

**TITLE: Terms of Reference
Teaching & Learning Committee**

CODE : AD/QA -ToR- FO – 17.5

IMPLEMENTATION DATE: 18/01/2021

REVISION DATE: 18/01/2024

PAGE 1 OF 5

VERSION 1

The Terms of Reference (ToR) for the Teaching & Learning committee (TL Com) at the Faculty of Pharmacy in the Lebanese University (LU) describe the working arrangements. It also lists the member's roles and responsibilities, meeting schedule, quorum, agenda meeting, reporting, documentation of minutes of meetings, action, and voting, conflict of interest and amendment, modification, or variation.

1. Scope

The TL Com is considered one of the basic committees in the faculty due of its importance in developing the pedagogic (teaching & learning) strategy, from competencies, learning outcomes, syllabi, pre-requisites and co-requisites to curriculum and diploma supplement. It is the key committee of the faculty in the realm of teaching, learning and assessment. It will consider all matters relating to the policy and practice of teaching, learning and assessment in the faculty and will consider all relevant developments at national and international levels and their implications for practice and policy across the institution.

2. Purpose

The purpose of the TL Com is to help faculty improve their teaching, to help students improve their learning, and to develop opportunities for conversation and reflection among faculty, students, and staff around topics of teaching and learning. The TL Com aims to facilitate the creation of a culture of critical reflection on teaching and learning by responding to the needs expressed by all constituencies of the faculty.

3. Mandate or Instruction

The mandate of this committee shall be to provide advice and recommendations that will facilitate the implementation of HCERES accreditation following ToR.

4. Authority

The TL Com is established as an advisory committee to perform the functions set out in the terms of reference above and all circumstances ancillary to those functions. It is responsible to submit and follow-up the recommendations to improve the learning outcomes of the faculty program.



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| PAGE 2 OF 5 | VERSION 1 |

5. Chairman and membership

The committee is composed of administrative and academic staff, including nine members appointed by the Dean of Pharmacy Faculty as follows:

| Name | ¹ Functional responsibility | Position at the faculty |
|----------------------|--|--|
| Prof Pascale SALAMEH | Chairman, Coordinator | Professor Head of accreditation team |
| Dr Racha KARAKI | Executive secretary of the committee | Associate Professor |
| Dr Sanaa AWADA | Member | Associate professor Head of Master department |
| Dr Imad ZAHERELDINE | Member | Associate Professor Head of Basic Science department |
| Dr Marianne HADDAD | Member | Associate Professor, Head of Professional Practice department |
| Prof Ahmad YASSINE | Member | Professor |
| Dr Rola BOU ASSI | Member | Lecturer |
| Dr. Salam BOUSSI | Member | Lecturer Head of IT department |
| Dr. Hiba CHOKOR | Member | Assistant administrative at Student affairs Department |

¹Functional responsibility: Chairman, Coordinator, Member, Executive secretary of the committee

6. Main roles and responsibilities

- Prepare and document the Teaching & Learning strategic plan
- Prepare and approve the program description and targeted competencies
- Map the program objectives, courses and competencies: mapping of the courses outcomes with competencies level (Fundamental, Intermediate, Advanced)
- Highlight how specific learning outcomes are consequently organized
- Prepare curriculum details, strengths, with different pathways clearly described, French and English sections (if applicable), practical work...



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PAGE 3 OF 5

VERSION 1

- Assist the academic members (lecturers, instructors, preceptors, professors) in the preparation of modules/courses syllabus and specifications
- Highlight the pre-requisite courses for masters’ programs
- Highlight the information and communication technology courses in the curriculum
- Highlight DIGIHEALTH involvement and describe the center for digital teaching and learning that is being installed (if applicable)
- Write program learning outcomes (PLO) and key performance criteria (KPC) for the medical program, based on international recommendations, in collaboration with the quality assurance committee
- Map PLOs and KPCs to current courses of the program
- Suggest modifications to current courses and additional courses
- Write the self-study part of the curriculum
- Work on a new program based on the results of the evaluation
- Prepare and display the diploma supplement templates to be developed for undergraduates and graduates
- Adopt the skills’ portfolio among students in some programs and complement the diploma supplement
- Promote innovation and excellence in Teaching and Learning
- Support the Professional Development of Academic Staff
- Consider internal and external developments, including academic quality and standards, the student experience and graduate attributes, as they relate to Teaching and Learning
- Coordinate University responses to consultations in the area of Teaching and Learning
- Recommend to Council Faculty policies and procedures relating to Learning, Teaching and Assessment
- Make recommendations in respect of strategic Alliances and Partnerships, national and international, in the area of Teaching & Learning and Academic Staff Development
- Consider such reports as come from other committees and offices as they relate to Learning, Teaching and Assessment
- Consider and make recommendations in respect of Learning and Teaching spaces, infrastructure, technologies, and facilities related to teaching and learning in the University



7. Members responsibilities

- 7.1 Members shall attend committee meetings regularly. Members who are unable to attend a particular meeting must inform the executive secretary.
- 7.2 Members shall adhere to rules of confidentiality, except where disclosure of the information is specifically required by legislation.

8. Meeting schedule

- 8.1 The TL Com meetings will be scheduled four times per month; however additional meetings may be scheduled in exceptional circumstances
- 8.2 The TL Com meetings will generally be held on the day of the week from 5:00 PM to 6:00 PM at the faculty or online through the Zoom platform
- 8.3 The chair will approve any changes to the meeting schedule.

9. Quorum

- 9.1 Meetings must have management representation. All members must be present
- 9.2 Committee recommendations will only be made if a quorum of 50% of committee members is present, with at least one administrative member.

10. Agenda meeting

- 10.1 The agenda will be set by the Executive Secretary (ES) of the TL Com and forward to all members at least one week in advance of the date of the meeting
- 10.2 Members may add items to the agenda as new items at the beginning of the meeting, understanding that the item may be deferred to the next meeting if there is insufficient time or information to address the issue.

The agenda meeting template should include:

- Time and location of the meeting
- Attendees, Apologies
- Disclosure of interest
- Schedule of meeting
- Confirmation of minutes
- Items from committee members
- Close of meeting



11. Reporting and documentation of minutes of meeting

- 11.1 Minutes of meetings (MOM) should include any actions and general points of interest that are discussed during the meeting
- 11.2 MOM should be documented by the Executive Secretary (ES) of the committee
- 11.3 MOM should be reviewed, approved, and signed by the chairman of the committee and then submitted approval copies for the members presents and other attendees after meeting
- 11.4 For issues to be resolved, MOM will include a description of the issue and the action to be taken at the next meeting.
- 11.5 The committee shall report annually to the Dean summarizing its activities, findings, and recommendations
- 11.6 If there are recommendations of the committee, it will be the responsibility of the committee coordinator to provide a memorandum report to the liaison faculties identifying these suggested recommendations to be taken into consideration.

12. Actions and voting

- 12.1 Decisions should be made by consensus (for ex: members are satisfied with the decision even though it may not be their first choice). They are approved by a majority vote of the committee.

13. Conflict of interest

- 13.1 Members of the committee must declare any conflict of interest following Lebanese University ‘s Code of Ethics.

14. Amendment, or variation

- 14.1 This ToR may be amended, varied, in writing after consultation and agreement by the Dean of faculty
- 14.2 It should be reviewed at least annually or in case of proposed changes at any time.

APPENDIX A – ABBREVIATIONS

| | |
|--------|---------------------------------|
| ES | Executive Secretary |
| LU | Lebanese University |
| MOM | Minutes of Meetings |
| TL Com | Teaching and learning Committee |
| ToR | Terms of Reference |