

# **Aberystwyth University's Branch of the Coleg Cymraeg Cenedlaethol**

## **Committee Branch**

### **Constitution and Terms of Reference**

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#### **1. Constitution**

##### **Members**

The membership of the Committee will be as follows:

- Pro Vice-Chancellor with responsibility for Welsh
- Academic staff who teach through the medium of Welsh
- Academic related and administrative staff who support teaching through the medium of Welsh
- Coleg Cymraeg Cenedlaethol staff who are located in Aberystwyth University (e.e. Edward Llwyd Project Officer; Publications Officer)
- UMCA President
- A representative from Welsh medium undergraduate students who are members of the Coleg Cymraeg Cenedlaethol
- A representative from Welsh medium postgraduate students who are members of the Coleg Cymraeg Cenedlaethol<sup>1</sup>

Members of the Branch will also become members of the Coleg Cymraeg Cenedlaethol.

##### **Chair**

A Chair will be elected to the Branch from its members. In establishing the Branch a Chair was appointed for a period of three years.

The Chair will also represent the University on the Coleg Cymraeg Cenedlaethol's Academic Board.

##### **Vice-chair**

A vice-chair will be elected to the Branch from its members. The vice-chair will deputise on behalf of the Chair and will meet with the Chair, the Secretary and the Officers as required.

The vice-chair will operate for a period of two years.

##### **Secretary**

The Branch Officer will provide secretarial assistance for the Committee.

##### **Officers**

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<sup>1</sup> UMCA will be invited to nominate one postgraduate and one undergraduate student as members of the Committee. In instances when a University undergraduate and/or postgraduate are elected as regional student representatives on the Academic Board of the Coleg Cymraeg Cenedlaethol, two representatives may be elected from the undergraduate and/or postgraduate cohort of students.

The Centre for Welsh Language Services staff will provide administrative assistance for the Committee.

## **2. Meetings**

2.1 Meetings will be convened by the Branch Officer who shall keep minutes of all meetings.

2.2 Ordinary meetings of the Committee shall be held at least once in each term.

2.3 A special meeting of the Committee may be summoned through a written request to the Chair and supported by at least three members of the Branch. A notice of an ordinary meeting, with agenda and minutes of the previous meeting, shall be sent to members at least five days before the date of the meeting.

2.4 The Agenda will be in two sections, section A and section B. Section A will include all items to be discussed and considered in the meeting. Section B will include reports for information which will not be discussed in the meeting unless requested to do so by the members. Ideally, members should ask the Branch Officer three days before the date of the meeting if they wish to discuss an item under section B as part of the main agenda, or if they wish to raise 'any other business'. In urgent cases matters to be discussed under 'any other business' may be raised without previous notice.

2.5 A close relationship will be maintained between the Branch and the Coleg Cymraeg Cenedlaethol. Members of the Branch may direct any issues to be discussed by the Academic Board of the CCC through the Chair. A representative from the CCC will be invited to every meeting.

2.6 A third of the full membership shall constitute a quorum (in accordance with the regulations for Committees which report to Council)

2.7 Voting shall be by show of hands except as provided for otherwise, but if a proposal for a vote by ballot is carried, voting shall be by ballot.

## **3. Term of Reference**

3.1 The Committee shall conduct such business as determined by the Senate, which will include:

- To consider and submit recommendations regarding the provision and development of Welsh medium education, and all aspects of the academic provision noted in the Welsh Language Scheme;
- To consider matters relating to the University's policy on Welsh medium academic provision.

- 3.2 The Committee shall report to the Senate and will be authorised to appoint such sub-committees and working groups as are considered necessary to fulfil the responsibilities of the Branch.
- 3.3 The minutes of the Committee and any relevant reports shall be considered by the Faculties and the Academic Affairs Committee, and matters pertaining to the Branch shall become a standing item on the agendas of these committees.
- 3.4 The Committee will advise the University Executive and planning committees on the strategy for developing Welsh medium provision.
- 3.5 The Committee will take a leading role in planning the University's Welsh medium provision and will be responsible for the Welsh medium Academic Strategy, and will advise and monitor the development plans of academic departments.
- 3.6 The Committee will be responsible for scrutinising data relating to Welsh medium provision including data on modules, degree schemes and registrations. The data will be measured against the institutional target for Welsh medium registrations which will be agreed with the Coleg Cymraeg Cenedlaethol, and will be used strategically to plan increase in the number of students who study through the medium of Welsh.
- 3.7 The Committee will receive consultative documents from the Coleg Cymraeg Cenedlaethol, the Welsh Government and HEFCW, and will be responsible for coordinating an institutional response.
- 3.8 The Committee will advise departments and the University on applications for funding by the Coleg Cymraeg Cenedlaethol which will include project grants, scholarships and lectureships. This will include considering collaborative projects with other Higher Education Institutions in Wales.
- 3.9 The Committee will receive reports on the University's Welsh medium marketing provision and will oversee a unique marketing strategy for Welsh medium provision.

The terms of reference will be reviewed annually.

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