

School Education & Student Experience Committee

Terms of Reference

Purpose: To co-ordinate the delivery of the Learning, Teaching & Assessment strand of the Academic Strategy within the School, monitor the School's performance towards delivery of the Academic Strategy, academic key performance indicators and to ensure that the design, development and delivery of all taught award and credit-bearing provision takes full account of University academic regulations and Quality Framework expectations.

Remit

1. To manage and lead the promotion, implementation and evaluation of Academic Strategy 2020 and the on-going shape and strategic development of the academic portfolio within the school, including monitoring the school's performance and progress against appropriate performance indicators.
2. To oversee all taught undergraduate and postgraduate award and credit-bearing provision, including quality assurance and enhancement within the school.
3. To advise Learning, Teaching, Assessment & Student Experience Committee on all matters relating to learning, teaching and assessment policy and practice associated with award and credit-bearing provision within the school.
4. To oversee the school's approaches to the enhancement of learning, teaching and assessment practice.
5. To oversee within the school the identification for wider dissemination and consideration good or innovative learning, teaching and assessment practice, strengths and achievements and areas where further enhancement would be of benefit.
6. To lead and promote the school's engagement with *Enhancement Themes* and other externally-led pedagogic initiatives.
7. To prepare and submit reports and recommendations to Learning, Teaching, Assessment & Student Experience Committee relating to learning, teaching and assessment policy and practice and pedagogic practice more generally within the school.
8. To report routinely through Committee minutes and formally annually to Learning, Teaching, Assessment & Student Experience Committee on the effectiveness of the Committee's oversight of learning, teaching and assessment policy and practice within the framework of Academic Strategy 2020 and other pedagogic matters, making recommendations as needed to the Board where appropriate.
9. To promote and oversee the professional development of academic staff and those who support students' learning in delivering Academic Strategy 2020.
10. To advise Quality & Standards Committee on all matters relating to the effectiveness of the University's academic regulations, Quality Framework and the quality and standard of all taught award and credit-bearing provision more generally.
11. To advise Collaborative Provision Committee on all matters relating to the design, delivery, monitoring and review of all award and credit-bearing provision delivered in partnership.
12. To work in partnership with Quality & Standards Committee and Collaborative Provision Committee to ensure that all taught award and credit-bearing provision takes full account of the University's academic regulations and Quality Framework.

Quorum

One-third of the total membership (excluding co-options) which must include either the Convenor or the designated Vice-Convenor

Frequency of Meetings

Four per annum.

Reporting Line

Education & Student Experience Committee.

Minutes

Copies of all minutes will be forwarded to Education & Student Experience Committee.

Minutes and papers will be held electronically by the Clerk to the Committee.

Equality Issues

Those officers with responsibility for nominating or appointing members to the committee as prescribed by the constitution should, in doing so, have due regard to the desirability of achieving an equal balance of either gender within the committee's membership.

13. To provide annually to Quality & Standards Committee feedback on the effectiveness of the implementation of and proposed amendments to the University's academic regulations and Quality Framework for implementation in the following academic session.
14. To oversee within the school the operation of all internal and external accreditation, approval, audit, monitoring and review activities relating to taught award and credit-bearing provision.
15. To receive and consider reports on the outcome of all internal and external accreditation, approval, audit, monitoring and review activities within the school relating to taught award and credit-bearing provision with a view to identifying for wider dissemination and consideration good or innovative practice, strengths and achievements and areas where further enhancement would be of benefit.
16. To oversee the appointment of the school's external examiners.
17. To prepare and submit annually to Quality & Standards Committee a report on the outcome of module and programme monitoring activities within the school in accordance with Quality Framework expectations.
18. To evaluate the impact of all learning, teaching and assessment activities on the quality of the student learning experience within the school, ensuring that all related action is taken to a full and successful conclusion and that feedback on the action taken is communicated effectively to all participants.

Constitution

School Head of Learning, Teaching & Assessment [Convenor]

Vice Convenor to be designated from the Committee membership

Dean of School

School senior officer responsible for Quality Enhancement.

A School Head of LTA or School senior officer responsible for Quality Enhancement from another School, nominated by the Convenor

A representative from DLTE, nominated by the Head of Learning & Teaching Enhancement

A representative from Academic Quality, nominated by the Head of Quality & Enhancement

A representative from Information Services, nominated by the Director of Information Services

Two School student representatives nominated by ENSA

Two members of School academic staff nominated for their expertise and experience of LTA matters by the Convenor, in conjunction with the Dean of School

In attendance:

Clerk to the Committee

Additional participants may be invited to attend meetings to provide input to specific business as determined by the Convenor.

Notes

Approved by Academic Board 12 June 2015; Name Change Approved by Academic Board 26/11/21

Constitution updated to reflect role title changes arising from professional service re-organisation: 29/11/16.

Amended July 2019 – paragraph 'Additional participants may... ..as determined by the Convenor' added.

Amended July 2019 – Reference to Learning, Teaching & Assessment Committee changed to Learning, Teaching, Assessment & Student Experience Committee.

Amended July 2019 – ‘School Academic Leads for...’ changed to ‘School Heads for...’ following agreement at Academic Board June 2019.

Amended July 2019 – ‘School Academic Lead for Quality’ changed to ‘School senior officer responsible for Quality Enhancement’ to reflect change to Academic Board constitution agreed Jun 2019.

Amended July 2019 – Reference to ‘Dean of LTA’ changed to ‘Head of Learning & Teaching Enhancement’ to reflect change in name of post.