

## Education & Student Experience Committee

### Terms of Reference

**Purpose:** To oversee, on behalf of Academic Board, all matters relating to learning, teaching and assessment activity associated with award and credit-bearing provision and the student experience including student support and the partnership between the University and the Students' Association.

#### Remit

1. To oversee quality assurance and enhancement and the strategic development and the on-going shape of the academic portfolio.
2. To lead the promotion, implementation and evaluation of the Learning, Teaching & Assessment and student experience strands of the University Strategy, including monitoring performance and progress against relevant University and School level performance indicators including the NSS, PTES, Internal Student Satisfaction Survey, Staff Student Liaison Committees, learning from Complaints and DLHE
3. To lead the development and enhancement of learning, teaching and assessment and student experience policy and practice and be informed by feedback from across the University and externally.
4. To lead and promote the University's engagement with *Enhancement Themes* and other externally-led initiatives.
5. To lead and promote the professional development of academic staff and those who support students' learning in delivering the University Strategy.
6. To consider reports and recommendations from schools and professional service teams relating to learning, teaching and assessment policy and practice and student experience identifying internal and external good or innovative practice and achievements and areas where further enhancement would be of benefit.
7. To oversee the partnership agreement between the University and the Students' Association.
8. To oversee outcome agreements and receive minutes and reports from Student Retention & Outcome steering group,
9. To consider and approve formal documentation that captures the overall student achievement record for external audiences, including HEAR and Diploma Supplements.
10. To maintain oversight, through receipt of minutes and reports from Quality & Standards Committee, assurance on the effectiveness of arrangements for managing the quality and standards of taught award and credit bearing provision.
11. To maintain oversight, through receipt of minutes and reports from Collaborative Provision Committee, assurance on the effectiveness of arrangements for managing the delivery of all award or credit-bearing provision delivered in partnership.
12. To report routinely through Committee minutes and formally annually to Academic Board on the effectiveness of the Committee's oversight of learning, teaching and assessment policy and practice and student experience within the University Strategy and making recommendations as needed to the Board where appropriate.

#### 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

Academic Board.

#### Sub-Committees

Quality & Standards Committee, Collaborative Provision Committee and School Education & Student Experience Committees

#### Current Working Groups

Student Success Group  
International Mobility Group.

#### Minutes

Copies of all minutes will be forwarded to Academic Board. 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

	<p>due regard to the desirability of achieving an equal balance of either gender within the committee's membership.</p>
<p><b>Constitution</b></p> <p>Vice-Principal – Learning &amp; Teaching [Convenor]  School Head of Learning &amp; Teaching or designate for the:</p> <ul style="list-style-type: none"> <li>Business School</li> <li>School of Arts and Creative Industries</li> <li>School of Computing</li> <li>School of Engineering &amp; the Built Environment</li> <li>School of Applied Sciences</li> <li>School of Health &amp; Social Care</li> </ul> <p>An officer responsible for University level learning and teaching support, nominated by the VP Learning &amp; Teaching</p> <ul style="list-style-type: none"> <li>Head of Department of Learning &amp; Teaching Enhancement</li> <li>Head of Quality &amp; Enhancement</li> <li>Director of School Support Service</li> <li>Head of Student Recruitment and Admissions</li> <li>Head of Student Wellbeing and Inclusion</li> <li>Head of Student Futures</li> <li>Dean of Research &amp; Innovation or nominee – nominated by Vice-Principal, Research and Innovation</li> <li>Head of Market Intelligence</li> <li>Senior Officer within Information Services</li> <li>Director of Property &amp; Facilities or nominee</li> </ul> <p>Three students from three different Schools (nominated by the President of ENSA)  Two ENSA Sabbatical Officers (nominated by the President of ENSA)</p> <p><b>In Attendance</b></p> <p>Clerk to the Committee</p> <p>Additional participants may be invited to attend meetings to provide input to specific business as determined by the Convenor.</p>	

**Notes**

Approved by Academic Board 07/06/2019; Name Change Approved by Academic Board 26/11/21

Amended 02/06/2023 – Constitution changed from 'One student representative from each campus' to 'Three students from three different Schools'.

Amended 05/09/23 – Constitution updated to remove Assistant Principal role which no longer exists, working group title updated from 'Student Retention & Outcome Steering Group' to 'Student Success Group'.