

## **Appendix 3 - Quality Enhancement Sub-committee**

### ***Terms of reference***

1. To support the implementation of the University's Education Strategy through consideration of matters relating to quality assurance, enhancement and standards and to make recommendations as necessary to the University Education Committee (UEC).
2. To be responsible to UEC for overseeing curriculum design activity and the evaluation and development of the validation and periodic enhancement processes for all award-bearing programmes of study delivered by the University and its Associated and Accredited Institutions and to report to UEC on good practice identified and key issues arising with suggestions for action.
3. To be responsible to UEC for the oversight, evaluation and development of the continuous enhancement review (CER) process, to include consideration of Faculty overview of CER reports and to report to UEC on good practice identified and key issues arising with suggestions for action.
4. To review, monitor and report to UEC on the quality of the educational experience, using as appropriate, national benchmarks such as the NSS, PTES and i-graduate, and internal benchmarks such as MEQs.
5. To consider matters raised by external examiners and report to UEC on good practice identified and key issues arising with suggestions for action.
6. To receive and consider reports on Professional, Statutory and Regulatory Body accreditations and to report to UEC on good practice identified and key issues arising with suggestions for action.
7. To consider proposals for amendments to the Regulations and Codes of Practice relating to quality processes, learning and teaching and to make recommendations for change as necessary to UEC.
8. To review outcomes from appeals and complaints processes and identify key issues and good practice for further consideration at the appropriate level.
9. To consider proposals for medium and high risk collaborative provision activity and to make recommendations for approval to UEC, where necessary.
10. To consider the annual reports from the University's Accredited and Associated Institutions and to report to UEC on good practice identified and key issues arising with suggestions for action.
11. To regularly report to UEC on the work of the Sub-committee.
12. The Sub-committee may devolve any specific functions to a member or group of members.

## ***Membership***

### Chair

An Associate Dean, Education as appointed by the Pro-Vice-Chancellor, Academic

### Vice-Chair

Academic Registrar

### Ex-officio members

- Vice-President Voice, Students' Union
- Head of Academic Quality Services
- Head of OSCAR
- Director of the Surrey Institute of Education or nominee
- Head of Educational Development and Research or nominee
- Head of Digital Learning or nominee
- Head of Academic Performance

### Nominated members

- Two Faculty representatives, FASS
- Two Faculty representatives, FEPS
- Two Faculty representatives, FHMS

### In attendance

A member of staff from OSCAR, Academic Registry (to act as *Committee Secretary*)

The Sub-committee can co-opt additional members as required for specific purposes.

### Period of appointment

Ex-officio members remain as members of the Sub-committee for the term of their appointment in their role.

Nominated members are appointed for three years and are eligible for re-nomination for one further year. In any event a maximum of four years may be served.

Co-opted members remain as members as long as their purpose on the Sub-committee is required.

## ***Operation***

### Quoracy

The quoracy requirements shall be half of the current members. In the case of an equal vote, the Chair shall have a casting vote.

### Frequency of meetings

Meetings are held at least four times a year or more frequently as business dictates.

### Decision-making outside of meetings

Decisions may exceptionally be taken by Chair's action.

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been

passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

Reports to  
University Education Committee