

**Terms of Reference and Membership for the University Education Committee
Reviewed and Approved @ Senate: October 2022**

MEMBERS

Ex-officio members:

Chair: Pro-Vice-Chancellor, Academic
Vice-Chair: Associate Dean, Education (as nominated by the Pro-Vice-Chancellor, Academic)
Associate Dean, Education (FASS)
Associate Dean, Education (FEPS)
Associate Dean, Education (FHMS)
Dean International
Director of the Surrey Institute of Education
Chief Student Officer
Academic Registrar
Chief Information & Digital Officer
Director of Library and Learning Services
Director of the Doctoral College
Head of Academic Performance
President, Students' Union
Vice-President Voice, Students' Union

Nominated members:

One from each Faculty, nominated by the Faculty Executive.

In Attendance

Member of staff from OSCAR, Academic Registry (to act as Committee Secretary)

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

TERMS OF APPOINTMENT

Ex-officio members remain a member for the term of their appointment.

Nominated members shall serve an initial term of two years and shall be eligible for re-election for one further year. In any event a maximum of three years may be served.

Co-opted members remain as members for as long as their purpose on the Committee is required.

TERMS OF REFERENCE

General

The Education Committee has oversight of educational strategies and policies and reviews the University's performance against its aims and objectives. The Committee considers external and internal factors that will enhance or limit the University's ability to deliver high quality education and student experience.

Specific

1. To review and advise on external trends and influences in education, learning and teaching and student support.
 2. To develop and oversee the implementation of strategies for learning, teaching and assessment, in alignment with the overall University strategy defined by the Executive Board.
 3. To promote innovation in learning, teaching, assessment and wider aspects of student support.
 4. To develop and oversee the implementation of the University's regulatory and quality framework in respect of taught programmes, making revisions as required on an annual basis and to ensure that the framework takes account of sector requirements.
 5. To develop and oversee the implementation of University policies and practices to enhance the quality of the student learning experience.
 6. To review and monitor key performance indicators of the quality of academic standards and the student experience and determine any necessary interventions.
 7. To oversee the University's strategy for access and participation including the Access and Participation Plan and in response to sector guidance.
 8. To oversee the University's submission to the Teaching Excellence Framework (TEF) or similar national exercises.
 9. To establish as required, sub-committees, fora and task and finish groups to conduct particular areas of business within the remit of the Committee and to receive regular reports on these activities.
 10. To report to each meeting of Senate on activities within its area of responsibility.
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PROCEDURES

Quorum

The quorum for the University Education Committee shall be half of current members. In the case of an equal vote, the Chair shall have a casting vote.

Frequency of Meetings

Meetings are held four times a year. Exceptional meetings may be held at the discretion of the Chair.

Reporting Arrangements

The University Education Committee reports to each meeting of Senate.

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 all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of 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.

The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.