

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 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 the Regulations Sub-committee.
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 regularly report to UEC on the work of the Sub-committee.
10. 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, Education

Vice-Chair

Director of Academic Policy, Quality and Performance

Ex-officio members

- Vice-President Support, Students' Union
- Head of Academic Quality Services
- Associate Director, Student and Academic Administration
- Head of Educational Development and Research or nominee

Nominated members

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

Co-opted members

- Head of Academic Policy and Governance

In attendance

A member of staff from Directorate of Academic Policy, Quality and Performance (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