



St Mary's
University
Twickenham
London

ACADEMIC SCRUTINY COMMITTEE

TERMS OF REFERENCE

2018/2019

1 Purpose

The primary purpose of the Academic Scrutiny Committee is, on behalf of the Board of Governors, to scrutinise and challenge the Academic Board and the Senior Management Team on the quality and enhancement of the academic experience and student outcomes.

2 Membership

2.1 Up to three non-staff Governors one of whom shall be the Chair of the Committee

One Staff Governor

The Student Governor (President of SMSU)

The Vice-Chancellor (Chair of the Academic Board)

Subject to Board approval, the Committee may co-opt up to two external members with relevant skills and experience.

2.2 In attendance

The Pro Vice-Chancellor (Academic Strategy)

Pro Vice-Chancellor (Research & Enterprise)

Pro Vice-Chancellor (Global Engagement)

The Director of Teaching and Learning

The Director of Research

The Academic Registrar and/or the Head of Quality Assurance and Enhancement

The Director of Strategic Planning

Other senior staff as and when appropriate

Clerk to the Governors (Secretary to the Committee)

3 Quorum

The quorum will be 50% of the members of the Committee or 50% of the members minus one where there are an odd number of members.

4 Terms of Reference

Activity
1. To scrutinise and challenge the Academic Board and the Senior Management Team on the following, and to provide assurance to the Board of Governors: <ul style="list-style-type: none">• The student academic experience and student outcomes• The outcomes of continuous improvement activity relating to learning and teaching• The standards of awards• The quality and scope of academic research
2. To consider progress against relevant Key Performance Indicators and any other relevant data and information to support the primary purpose of the Committee.
3. To monitor academic risk, in particular any major collaborative developments.
4. To scrutinise the outcome of the Annual Provider Review process and the reports of any relevant external bodies together with any associated University action plans.
5. To exercise oversight on behalf of the Board of Governors of preparations for the application for Research Degree Awarding Powers (RDAP).
6. To make recommendations as appropriate to the Nominations and Governance Committee to ensure an effective framework for academic governance.

5 Method of Operation

The Committee will meet three times a year as required around the need of the Board of Governors to provide the necessary assurances to the Office for Students/HEFCE, the meetings of the Academic Board and the Academic Development Committee.

The scrutiny of appropriate data will form a standing item and the Committee will scrutinise relevant aspects of assurances provided to the Office for Students.

The Committee will also identify relevant topics for themed meetings or 'deep dives' in to areas of interest or concern.

6 Delegated powers of the Committee

None.

7 Review of Terms of Reference

Subject to formal annual review.

Approved by the Board of Governors

October 2018