



St Mary's
University
Twickenham
London

ACADEMIC SCRUTINY COMMITTEE

TERMS OF REFERENCE

2020/2021

1 Purpose

The primary purpose of the Academic Scrutiny Committee is, on behalf of the Board of Governors, to provide academic oversight and to scrutinise 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 Provost

The Deputy Provost and Executive Dean of SHAS

The Dean of Teaching and Learning

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
<p>1. Overview</p> <p>The Academic Scrutiny Committee shall have the responsibility of considering the academic risks faced by the University by scrutinising and challenging the Academic Board and the Senior Management Team on the following:</p> <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 <p>Such scrutiny shall be carried out in the context of the obligations on the University as set out in the Higher Education and Research Act 2017 the Office for Students Regulatory framework, and by the UKRI.</p>
<p>2. Key Performance Indicators</p> <p>The Committee shall consider the University's progress against relevant Key Performance Indicators and any other relevant data and information to support the primary purpose of the Committee.</p>
<p>3. Monitoring Risk</p> <p>The Committee shall monitor for academic risk, this shall include:-</p> <ul style="list-style-type: none">• Those risks relating to quality• Risks relating to the recruitment of students• Those risks relating to regulatory requirements.• Any major collaborative developments where there are risks to the University's governance or quality• Those relating to the retention of students• Any other academic risks that are on the University's risk register.
<p>4. Oversight of Teaching and Learning</p> <p>To exercise oversight on behalf of the Board of Governors of the University's progress in meeting the requirements of the Teaching Excellence and Student Outcomes Framework (TEF) and ensuring that high standards of learning and teaching within the University are maintained.</p> <p>To exercise oversight of the provision of teaching and learning at the University.</p>
<p>5. Oversight of Research</p> <p>To scrutinise and advise on the progress being made by the University to achieve its research aims under Vision 2025 and its research strategy.</p> <p>To monitor the University's relationship with research bodies including the UKRI.</p>

To exercise oversight of the University's progress in meeting the requirements of the REF process.

6. Compliance

To ensure that that University complies with the regulatory framework of the Office for Students relating to academic endeavours including any returns that need to be submitted.

Receive assurance regarding and to have oversight of any data returns including but not limited to those to Unistats, HESA, and the NSS.

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, 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 2020

Appendix 1

Academic Scrutiny Committee – Annual Cycle of Business

Item of Business	Meeting 1 Autumn	Meeting 2 Spring	Meeting 3 Summer
At Every Meeting			
KPI Update	X	X	X
Student Recruitment Update	X	X	X
Academic Strategy Update	X	X	X
Academic Board Minutes	X	X	X
REF Update	X	X	X
Retention Update	X	X	
Academic Regulations			X
Student Procedures			X
Collaborative Provisions		X	X
Teaching and Learning Strategy Update	X		X
Knowledge Exchange Framework	X		
Research Strategy Update	X	X	X