



St Mary's
University
Twickenham
London

ACADEMIC DEVELOPMENT COMMITTEE – TERMS OF REFERENCE 2021-22

The University's Academic Development Committee (ADC) is a standing Committee of Academic Board. The primary purpose of the Academic Development Committee is to develop, for Academic Board approval and in respect of the University's taught and collaborative programme provision, strategies, policies and regulations relating to the student experience, learning, teaching, assessment, quality assurance and enhancement.

The Academic Development Committee oversees the process of local Academic Scrutiny deployed via subsidiary Committees at Faculty/Institute level and keeps oversight, on behalf of the Board of Governors, of academic standards and of the academic experience of taught students.

Terms of Reference

1. To consider, evaluate and approve all new or updated Institutional initiatives, strategies, policies and processes affecting the student learning and teaching experience in respect of the University's taught and collaborative programme provision.
2. To make recommendations to the University's Senior Leadership Team and subsequently to the Academic Board on any substantive changes to the Academic Regulations in relation to student experience, teaching and learning and enhancement as well as employability.
3. To consider strategic issues relating to teaching and learning, quality enhancement, employability and widening participation.
4. To receive regular oversight from the Quality Assurance and Enhancement sub-Committee on approval of proposals (including collaborative and partnership provision) for the validation or revalidation of programmes.
5. To make recommendations to Academic Board on programme approvals, following scrutiny by the Quality Assurance and Enhancement sub-Committee.
6. To make recommendations to Academic Board on programme suspensions and closures and changes to award titles, following scrutiny by the Recruitment Board and the Quality Assurance and Enhancement sub-Committee.
7. To receive regular oversight from the Quality Assurance and Enhancement sub-Committee on approvals of external examiner appointments, extensions of tenure and extensions of duties for programmes (or cognate group of programmes).

8. To receive regular oversight reports and recommendations from the Quality Assurance and Enhancement sub-Committee following the monitoring of programme enhancement plans and RAG ratings derived through annual monitoring, engagement with PSRB's, engagement of academic staff in CPD activities and in achieving Higher Education Academy (HEA) Professional recognition.
9. To receive regular oversight of all academic programmes delivered through Collaborative partners, and of related process developments from the Collaborative and Enhancement sub-Committee, following scrutiny of potential and existing partnerships.
10. To receive regular oversight reports and recommendations from the Student Experience and Enhancement sub-Committees on NSS and student initiatives in relation to student engagement and retention.
11. To receive regular oversight reports in relation to enhancements aimed at promoting a sense of community and greater student satisfaction.
12. To have regular oversight of the progress meeting Key Performance Indicators (KPIs) relating to the student learning and teaching experience.
13. Prepare the University for external scrutiny related to Quality Assessment and the Teaching Excellence Framework (TEF).
14. To identify and disseminate good practice and enhancement relating to learning, teaching, assessment, the academic student experience, quality assurance and pedagogy.
15. To promote a sense of community based on respect for equal opportunities and diversity in line with St Mary's Vision and core values.

Membership (x15)

Provost (Chair), Prof Symeon Dagkas

Dean of Learning and Teaching (Deputy Chair), Dr. Adam Longcroft

Dean of Faculty Sport Applied Health and Performance Sciences, Leanne Griffiths

Director of Student Operations (or nominee), Simon Williams (nominee Martin Hoyle)

Director of Strategic Planning (or nominee), Elizabeth Bell (nominee Stephanie Forbes)

Associate Dean for Student Experience, Ann Kennedy

Associate Dean for Student Experience, Claire McLoughlin.

Associate Director Academic Strategy, Dr Kim Salmons

University Academic Business Manager, Sheela Patel

Head of Quality and Academic Partnerships, Mandhir Gill

Head of Employability Services (or nominee), Yasmina Mallam-Hassam

Head of Widening Participation (or nominee), Nikki Anghileri

Head of Library and Digital Support (or nominee), Bing Choong Students' Union Education President, Victoria Calvino

- 1 Academic Representative, Theology and Liberal Arts, Dr Jacob Phillips
- 2 Academic Representative, Education, Dr Jane Chambers, Sarah Brooks
- 1 Academic Representative, Business, Law and Society, Laura Hamilton, Judith Bourne (monthly rotational basis)
- 1 Academic Representative, Sports, Health, Applied and Performance Science nominee,

Nominated to be in attendance for key agenda items (not in every meeting)

- 1 Student representative from each Faculty/ Institute, nominated by the Student Union
- 1 Learning Development Lecturer nominated by Associate Deans of Student Experience.
- Student representative from each Faculty/ Institute, nominated by the Student Union

Committee Secretariat: Quality and Standards Manager, Marcia Kelly

Meetings: The Committee shall meet once per month. Additional meetings may be called by the Chair as necessary to execute the business of the Committee.

- Wednesday 1st September 2021
- Wednesday 6th October 2021
- Wednesday 3rd November 2021
- Wednesday 1st December 2021
- Wednesday 12th January 2022
- Wednesday 9th February 2022
- Wednesday 9th March 2022
- Wednesday 6th April 2022
- Wednesday 4th May 2022
- Wednesday 8th June 2022
- Wednesday 6th July 2022

Quorum: 50% of the membership to include student representation. A named alternate nominee should be used if attendance is not possible.

Sub-Committees (x5)

- Quality Assurance and Enhancement sub-Committee
- Student Experience and Enhancement sub-Committee
- Collaborative Provision and Enhancement sub-Committee
- Faculty and Institute Academic Development sub-Committees (x2)

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| Document: Academic Development Committee |
| Document considered by members: Academic Development Committee, 6 October 2021 |
| Document approved: TBC |