



QUALITY ASSURANCE AND ENHANCEMENT SUB-COMMITTEE

TERMS OF REFERENCE AND MEMBERSHIP 2021-22

The primary purpose of Quality Assurance and Enhancement sub-Committee (QAEC) is to consider, advise, develop and report on all aspects of quality assurance and enhancement in line with the Quality Handbook, UK Quality Code, guidance and advice provided by the Quality Assurance Agency, University policy and procedure and other sector-wide guidance and requirements.

QAEC reports to the University's Academic Development Committee (ADC) and receives reports from the Faculty/Institute Academic Development and Collaborative Provision and Enhancement subsidiary Committees.

In line with the University's Governance structure, and prior to wider dissemination, QAEC is responsible for considering feedback from students, and academic and professional services colleagues. Working within a culture of continuous improvement, the sub-Committee makes recommendations to ADC about the development of quality assurance and enhancement initiatives, policy and practice.

QAEC serves to develop for ADC approval, and in respect of the University's taught and collaborative programme provision, a strategic approach to enhancing the quality of teaching provision and student learning experience.

Frequency of meetings: The sub-Committee will meet monthly per academic year for 90 minutes.

Dates of meetings: The dates for the 2021-22 academic year are as follows:

- 22 September 2021
- Thursday 21 October 2021
- Tuesday 23 November 2021
- Wednesday 19 January 2022
- Wednesday 23 February 2022
- Wednesday 23 March 2022
- Wednesday 20 April 2022
- Wednesday 18 May 2022
- Wednesday 22 June 2022
- Wednesday 20 July 2022

Membership

- Dean of Learning and Teaching, Dr Adam Longcroft (Co-chair)
- Head of Quality and Academic Partnerships, Mandhir Gill (Co-chair)
- Senior Lecturer in Academic Practice, Laura Minogue

- Quality and Standards Manager (BLS, HCI & Drama), Emma Akinlusi
- Quality and Standards Manager (SAHPS [excluding Drama]), Helena Ramalho
- Quality and Standards Manager (IoTLA & IoE), Marcia Kelly
- Quality and Standards Manager (Collaborative Provision) Becky Baker
- Quality and Standards Manager (Partnerships) Luke Dillon
- SITS Data Officer (Mihiri Vithanage)
- Associate Dean of Student Experience, Claire Mcloughlin
- Associate Dean of Student Experience, Ann Kennedy
- 1 Academic representative from Institute of Theology and Liberal Arts, Matt James
- 1 Academic representative from Institute of Education, Dr Jane Chambers
- 1 Academic representative from Institute of Business, Law and Society nominee (TBC)
- 1 Academic representative from Sports, Health, Applied and Performance Science Nominee, Elaine Mullally
- 1 Academic representative Subject lead nomination (TBC)
- 1 Academic representative Course Lead nomination (TBC)
- Centre for Workplace Learning Nominee, Amanda Jackson
- Technology Enhanced Learning Nominee, Kathryn O'Reilly / Paul Stapley (alternating)

In Attendance

Student representation –TBC: initially, one programme representative from each academic area will 'buddy up' with their academic representative. Students representative(s) are not expected to attend the meeting, although can if they wish. Academic Representatives will be tasked with soliciting feedback and engaging in discussion of issues that arise. A sub-meeting of Academic Representatives with students can be arranged, led by a Quality and Standards Manager.

Committee Secretary, Quality and Standards Manager, Emma Akinlusi

Quoracy: The committee will be quorate with 50% of attendees present.

Terms of Reference

1. To monitor and report on professional teaching recognition (HEA Fellowship) statistics in relation to the University Key Performance Indicators (KPIs).
2. To monitor and report on staff engagement relating to the Academic Development Framework (ADF), in relation to initiatives developed by the Student Experience and Enhancement sub-Committee and Academic Development Committee.
3. To monitor and oversee Continuous Professional Development (CPD) provision relating to academic staff induction and postgraduate teaching assistant induction arrangements.
4. To monitor and report on the award of teaching and learning prizes.
5. To approve the appointment of External Examiners, extensions of tenure and extension of duties for onsite and collaborative provision.
6. To approve and implement enhancements to quality assurance and enhancement strategies and processes in alignment with the QAA Quality Code and sector-wide good practice.
7. To approve an annual plan for the approval or reapproval of programmes, and to report to Academic Development Committee on the implementation of the plan.

8. To monitor proposals for the approval of new programmes and to approve requests for Fast-Track programme approvals.
9. To receive updates from Collaborative Provision and Enhancement sub-Committee on new collaborative and partnership proposals.
10. To maintain oversight of programme approvals, re-approvals and periodic schedule.
11. To maintain an overview of programme and module modifications from IADCs/FADC and to monitor cumulative modifications.
12. To recommend to the Academic Development Committee the interruption and closure of programmes (including collaborative provision).
13. To recommend to the Academic Development Committee the approval of new and reapproved programmes (including collaborative provision).
14. To receive the annual monitoring (programme reviews) outcome reports, and the implementation of action plans arising from the review process.
15. To monitor and report on Professional, Statutory and Reporting Bodies (PSRBs) activities, including the development of new accreditations, changes to existing accreditations and the regular monitoring and review of accreditation.
16. To review and approve annually the Quality and Standards Handbook and associated guidance available on internal and external webpages.
17. To receive the minutes of the Collaborative Provision Sub Committee (CPSC) and monitor and report on the work of the CPSC in line with the Quality and Standards Handbook.
18. The new Apprenticeships Steering Group (ASG) will feed into CPSC but may also (where appropriate) escalate issues to QAEC where relevant.
19. To monitor and oversee the maintenance of curriculum data in the student records system, and to approve strategic changes to curriculum data structure.
20. To receive the minutes of the Faculty and Institute Academic Development Committees.

Enhancement Themes

Primarily decided by the Chair in consultation with colleagues in Quality and Standards and Academic Development. These will be informed by themes identified by Student Experience and Enhancement Committee for approval by QAEC.

An action plan will be developed for each theme, and responsibility for updating it and reporting on it lies with Head of Quality and Standards and the Head of Academic Development. A monthly summary of progress on these action plans will be reported to ADC, with an annual report produced for ADC summarising the key outcomes of each theme.



QUALITY ASSURANCE AND ENHANCEMENT COMMITTEE (QAEC)

An online meeting scheduled for ddmmyyyy at

Zoom:

	Items	Paper/ verbal update
1.	Welcome and apologies	Verbal update
2.	Members to approve minutes from the previous meeting held on ddmmyyyy	
3.	Matters arising	
3.1	Members to review action tracker	
4.	Chairs Business	
4.1	Members to note Chair's updates.	
4.2		
5.	Academic Development	
5.1	<i>Add as applicable items from Terms of Reference 1-4 points above</i>	
6.	Quality and Standards	
6.1	<i>Add as applicable items from Terms of Reference 5-16 points above</i>	
7.	Collaborative Provision and Partnerships	
7.1	<i>Add as applicable items from Terms of Reference 5-18 points above</i>	
8	Curriculum Data (SITS)	
7.1	<i>Add as applicable item from Terms of Reference 19 above</i>	

8	Sub-Committees overview reports	
8.1	<i>Add as applicable item from Terms of Reference 20 above</i>	To note
9	AOB	To note
9.1		
10	Date of next meeting: ddmmyyy	To note