

**FACULTY QUALITY, CURRICULUM AND STUDENT EXPERIENCE COMMITTEE**

**APPROVED TERMS OF REFERENCE AND MEMBERSHIP 2024-25**

**1. Purpose**

1.1 Reporting to the Academic Strategy, Portfolio and Student Experience Committee, there are three Faculty-specific Quality, Curriculum and Student Experience Committees. Each operates to maintain operational oversight of quality assurance, curriculum management and student lifecycle processes in keeping with relevant strategies, policies, procedures, regulations and frameworks.

**2. Membership**

2.1 The Committee membership is as follows:

* Interim/Dean of Faculty (Chair)
* Heads of School (Deputy Chairs)
* Faculty Subject Leads
* Student Union representatives
* Quality and Standards Manager(s) for relevant Faculty
* Faculty Operating Officer for relevant Faculty
* Finance representative for relevant Faculty
* SITS Data Curriculum Officer for relevant Faculty
* Registry Services representative
* Timetabling Services representative
* Employability Services representative
* Technology Enhanced Learning (TEL) representative(s)
* Library and Digital Support representative
* Centre of Teaching, Excellence and Student Success (CTESS) representative(s).

**2.2 In attendance**

* Committee Secretariat: Atlanta Yateman, School Administration Manager for the Faculty of Business and Law (FBL)
* Committee Secretariat: Lisa Wood, School Administration Manager for the Faculty of Sports, Technology and Health Sciences (FSTHS)
* Committee Secretariat: Rachel Ramsey and Anna McGettigan, School Administration Manager for the Faculty of Education, Theology and the Arts (FETTA)
* Head of Academic Student Experience and Enhancement, *as required.*

**3. Quorum**

The Committee will be quorate with 50% of attendees present. Where members are unable to attend, details of a nominee must be sent to the Committee Secretariat ahead of the meeting. This is to ensure that quorum is met with the nominee in attendance.

**4. Terms of Reference**

* **Academic standards:** Ensure compliance with relevant internal and external policy, procedures, regulation and frameworks. This includes those related to the OfS and other related external bodies to ensure the maintenance of academic standards.
* **Quality lifecycle:** Review for approval proposals received in relation to key quality assurance processes to include those in relation to [re/validations](https://www.stmarys.ac.uk/ctess/qs/validations-and-re-validations.aspx), [modifications](https://www.stmarys.ac.uk/ctess/qs/modifications.aspx), [external examiners](https://www.stmarys.ac.uk/ctess/qs/external-examiners/overview.aspx), [programme closures](https://www.stmarys.ac.uk/ctess/qs/programme-interruptions-and-closures/overview.aspx) and [pause to recruitment.](https://www.stmarys.ac.uk/ctess/qs/programme-interruptions-and-closures/overview.aspx)
* **Programme approvals schedule**: Maintain and keep oversight of all annual programme re/validations, activity and submissions for approval in line with the [programme approvals process](https://www.stmarys.ac.uk/ctess/qs/validations-and-re-validations.aspx). This includes programmes as outlined in Deans Faculty Growth Plans.
* **Partnerships**: Maintain oversight of collaborative partnership activity in the Faculty, including initial review and approval of new partnership arrangements, and monitoring partnership performance against contractual terms and KPIs.
* **PSRB register:** Maintain and report on annual oversight of Professional, Statutory and Reporting Bodies (PSRBs) activities and register.
* **Programme specifications:** Approve reviewed [programme specifications](https://www.stmarys.ac.uk/ctess/qs/programme-specifications.aspx) ensuring compliance with the requirements of the [Competition and Markets Authority (CMA)](https://www.gov.uk/government/organisations/competition-and-markets-authority) and updates to Curriculum Management records.
* **Annual Monitoring:** Review and approve all Faculty programme review reports and action plans, prioritising sharing of best practice and areas requiring further attention (including at modular level) as determined by the Dean of Faculty.
* **Quality handbook:** Promote continuous enhancement benchmarked against sector practice, maintain regular oversight of [Quality Assurance and Enhancement Handbook](https://www.stmarys.ac.uk/ctess/qs/quality-assurance-and-enhancement-handbook/about.aspx), associated processes and published guidance to all key stakeholders.
* **Faculty Quality Report:** Produce an annual Faculty Quality and Standards report with oversight of key outcomes to the Academic Strategy, Portfolio and Student Experience Committee.
* **Academic Regulations:** Apart from research degrees, keep oversight of Academic Regulations and proposed revisions in relation to the University’s taught provision.
* **Student Lifecycle:** Maintain oversight of interdependent activities leading to Curriculum Management data as outlined in the Head of Professional Services Calendar. Resolve areas of concern which may impact on the student lifecycle to preserve the student experience.
* **Curriculum Management (SITS):** Maintain oversight of Faculty’s Portfolio of programme, module and assessment records ensuring accuracy of records for interdependent operational processes.
* **Student feedback**: Recommend good practice and priority enhancement initiatives in response to issues raised from student satisfaction, reports, including student surveys, evaluations, focus groups and forums.
* **Student Experience:** Maintain oversight of the diverse needs of our community of students including specific student populations from under-represented backgrounds in relation to the University’s academic provision.
* **Student Voice:** Work with the Student Union and representative student populations and student networks ensuring inclusion of the student voice in co-creating good practice, identifying key priorities and seeking resolution for issues raised.
* Maintain overview of developments in relation to Student Charter/Partnership Agreement.
* **Operational:** Review for approval, proposed enhancements to processes and policies across the student lifecycle impacting on the student experience.
* **Operational:** Monitor implementation of new or updated institutional initiatives, strategies, policies, processes and regulations affecting the student learning experience within the Faculty.
* **Connect:** Make recommendations for streamlined processes to strengthen connection between Academic and Professional Services areas of work.
* **Vision and values**: Operate to promote a sense of community based on respect for equal opportunities and diversity in line with St Mary’s Vision and Values of Inclusiveness, Generosity of Spirit, Respect and Excellence.

**5. Method of Operation**

Committee meetings will be held every six weeks for two hours, via MS Teams (unless specified otherwise). The Faculty meeting and key dates are as follows:

[Faculty of Sports, Technology and Health Sciences](https://www.stmarys.ac.uk/sahps/about.aspx)

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| --- | --- | --- | --- |
| Meeting date | Meeting time(s) | Paper deadline | Paper circulation |
| 12 September 2024 | 10:30 – 12:30pm | 29 August 2024 | 5 September 2024 |
| 17 October 2024 | 10:30 – 12:30pm | 3 October 2024 | 10 October 2024 |
| 2 December 2024 | 10:30 – 12:30pm | 20 November 2024 | 27 November 2024 |
| 28 January 2025 | 10:30 – 12:30pm | 14 January 2025 | 21 January 2025 |
| 20 February 2025 | 10:30 – 12:30pm | 6 February 2025 | 13 February 2025 |
| 16 April 2025 | 10:30 – 12:30pm | 2 April 2025 | 9 April 2025 |
| 22 May 2025 | 10:30 – 12:30pm | 8 May 2025 | 15 May 2025 |
| 1 July 2025 | 10:30 – 12:30pm | 17 June 2025 | 24 June 2025 |

[Faculty of Education, Theology and the Arts](https://www.stmarys.ac.uk/fetta/home.aspx)

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| --- | --- | --- | --- |
| Meeting date | Meeting time(s) | Paper deadline | Paper circulation  |
| 19 September 2024  | 12:30pm – 2.30pm | 5 September 2024 | 12 September 2024 |
| 24 October 2024  | 12:30pm – 2.30pm | 10 October 2024 | 17 October 2024 |
| 5 December 2024  | 12:30pm – 2.30pm | 21 November 2024 | 28 November 2024 |
| 16 January 2025 | 12:30pm – 2.30pm | 2 January 2025 | 9 January 2035 |
| 27 February 2025 | 12:30pm – 2.30pm | 13 February 2025 | 20 February 2025 |
| 3 April 2025  | 12:30pm – 2.30pm | 20 March 2025 | 27 March 2025 |
| 15 May 2025  | 12:30pm – 2.30pm | 1 May 2025 | 8 May 2025 |
| 26 June 2025 | 12:30pm – 2.30pm | 12 June 2025 | 9 June 2025 |

[Faculty of Business and Law](https://www.stmarys.ac.uk/business-law-and-society/about.aspx)

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| --- | --- | --- | --- |
| Meeting date | Meeting time(s) | Paper deadline | Paper circulation |
| 30 September 2024 | 2:00 – 4:00pm | 16 September 2024 | 23 September 2024 |
| 31 October 2024 | 1:00 – 3:00pm | 17 October 2024 | 24 October 2024 |
| 04 December 2024 | 1:00 – 3:00pm | 20 November 2024 | 27 November 2024 |
| 22 January 2025 | 1:00 – 3:00pm | 08 January 2025 | 15 January 2025 |
| 26 February 2025 | 1:00 – 3:00pm | 12 February 2025 | 19 February 2025 |
| 2 April 2025 | 1:00 – 3:00pm | 19 March 2025 | 26 March 2025 |
| 14 May 2025 | 1:00 – 3:00pm | 7 May 2025 | 30 April 2025 |
| 25 June 2025 | 1:00 – 3:00pm | 11 June 2025 | 18 June 2025 |

Receipt of authored papers for the meeting will be two weeks prior to each meeting. All papers must be accompanied by a completed coversheet and submitted to the Committee Secretariat. A coversheet template is available.

To allow members adequate time to prepare for the meeting, the agenda and papers will be collated and circulated one week prior to the meeting.

Minutes from the meeting will be noted by members of the following Committees:

* Academic Strategy, Portfolio and Student Experience Committee (SPSE)
* Academic Partnerships Committee (APC)
* Learning, Teaching and Student Outcomes Committee (LTSO)
* Cross-Faculty Quality, Curriculum and Student Experience Committees (QSCEs)

**6. Delegated Power of the Committee**

N/A

**7. Governance and Standing Orders**

N/A

**8. Review of Terms of Reference**

The Committee Terms of Reference and Membership is subject to approval as part of the University’s annual review. Date of last review for approval: Wednesday 6 November 2024. Reviewed and approved by: Academic Strategy, Portfolio and Student Experience Committee.