

Education & Student Committee Annual Calendar

Summary

The attached calendar complements one of the Senate effectiveness initiatives being taken forward. It comprises two elements; a calendar of regular items and a calendar of items which are specific for the current year. The aims are to:

- ensure that Education & Student Committee agendas cover relevant business for Senate at appropriate times
- support the implementation of the Education & Student Strategy through regular reporting
- to provide advance notice to stakeholders of the agenda items that will be covered

The Education element of the regular Senate calendar has been agreed with Student & Academic Services.

Recommended Actions

Education & Student Committee is asked to

- i. **note** the forthcoming business to be considered during the academic year
- ii. **consider** any further additions to support the work of the Committee

Publication: Open

Education & Student Committee Annual Calendar of Business 2015/16 – Rolling

	MEETING 1 September	MEETING 2 November	MEETING 3 February	MEETING 4 April	MEETING 5 May
Introduction	<ul style="list-style-type: none"> • Terms of Reference and Membership • Review of annual calendar of business 				
Students' Union	<ul style="list-style-type: none"> • Standing Report 	<ul style="list-style-type: none"> • Standing Report 	<ul style="list-style-type: none"> • Standing Report 	<ul style="list-style-type: none"> • Standing Report 	<ul style="list-style-type: none"> • Standing Report
S&AS	<ul style="list-style-type: none"> • Standing Report 	<ul style="list-style-type: none"> • Standing Report 	<ul style="list-style-type: none"> • Standing Report 	<ul style="list-style-type: none"> • Standing Report 	<ul style="list-style-type: none"> • Standing Report
LEaD	<ul style="list-style-type: none"> • Standing Report 	<ul style="list-style-type: none"> • Standing Report 	<ul style="list-style-type: none"> • Standing Report 	<ul style="list-style-type: none"> • Standing Report 	<ul style="list-style-type: none"> • Standing Report
Strategic matters¹	<ul style="list-style-type: none"> • Briefing on institutional strategic matters 	<ul style="list-style-type: none"> • Briefing on institutional strategic matters 	<ul style="list-style-type: none"> • Briefing on institutional strategic matters 	<ul style="list-style-type: none"> • Briefing on institutional strategic matters 	<ul style="list-style-type: none"> • Briefing on institutional strategic matters
E&S Strategy items	<ul style="list-style-type: none"> • TBC² <p>From 2016/17:</p> <ul style="list-style-type: none"> • Hub Reports TBC • School Learning and Teaching Committee Reports/Action Plans for priority areas 	<ul style="list-style-type: none"> • TBC • Education and Student Strategy Work Plan 2015/16 	<ul style="list-style-type: none"> • TBC 	<ul style="list-style-type: none"> • Hub Committees submit priorities for the forthcoming academic year 	<ul style="list-style-type: none"> • Approval of Priorities for 2016/17
Presentations	<ul style="list-style-type: none"> • TBC³ 	<ul style="list-style-type: none"> • TBC 	<ul style="list-style-type: none"> • TBC 	<ul style="list-style-type: none"> • TBC 	<ul style="list-style-type: none"> • TBC
Sub-Committee/ Group Reports	<ul style="list-style-type: none"> • Terms of Reference for all sub-Committees and Groups • Sub-Committee and Group minutes • Sub-Committee and Group reports 	<ul style="list-style-type: none"> • Sub-Committee and Group minutes • Sub-Committee and Group reports 	<ul style="list-style-type: none"> • Sub-Committee and Group minutes • Sub-Committee and Group reports 	<ul style="list-style-type: none"> • Sub-Committee and Group minutes • Sub-Committee and Group reports 	<ul style="list-style-type: none"> • Sub-Committee and Group minutes • Sub-Committee and Group reports

¹ Strategic matters will reflect the broader, institutional approach (to differentiate from the Education & Student Strategy matters, educational issues and sector updates)

² Further items to be defined from the new framework in the implementation paper once approved

³ Presentations from Professional Services departments as appropriate in relation to (1) implementation of the E&S Strategy (ii) response to Student Surveys

Partnerships			<ul style="list-style-type: none"> Register of Collaborative Provision 		
Surveys	<ul style="list-style-type: none"> Consideration of Survey results and action planning for the current year 	<ul style="list-style-type: none"> Survey Questions and Campaign 		<ul style="list-style-type: none"> Update on Survey response rates 	<ul style="list-style-type: none"> Update on final response rates and preliminary results (ahead of presentation to Senate in June)
External Examiners	<ul style="list-style-type: none"> External Examiner Appointments for year commencing 	<ul style="list-style-type: none"> External Examiner Appointments for current year update, and forthcoming vacancies for next year 			<ul style="list-style-type: none"> Thematic review of annual reports for previous year prior to reporting to Senate (as part of Inst monitoring)
APES & Periodic Review	<ul style="list-style-type: none"> Periodic Review schedule Periodic Review Update Report and themes for previous year and conditions/recommendations Notification of any updates to processes Periodic Review reports/responses/one-year on reports 	<ul style="list-style-type: none"> Periodic Review schedule and reports/responses/one-year on reports 	<ul style="list-style-type: none"> Periodic Review schedule and reports/ responses/one-year on reports Update on APES received/outstanding 	<ul style="list-style-type: none"> Periodic Review schedule and reports/ responses/one-year on reports UG Annual Programme Evaluation Overview report 	<ul style="list-style-type: none"> Periodic Review schedule and reports/ responses/one-year on reports PGT Annual Programme Evaluation Overview report
Other Quality & Standards	<ul style="list-style-type: none"> Oversight assurances (See Sept 2014 paper) Summary Reports (annually in September and more frequently if required⁴) for <ul style="list-style-type: none"> Current programmes programme developments conditions arising from programme approval programme terminations BoS amendments 	<ul style="list-style-type: none"> Assessment Board Overview for last academic year Examinations – Review of the last academic year 			

⁴ In response to QAA Review Recommendation 2012

Other Operational	<ul style="list-style-type: none"> • HEFCE and sector updates • From 2016-17 Annual Plan of Policy updates 	<ul style="list-style-type: none"> • PSRB list for current year • HEFCE and sector updates 	<ul style="list-style-type: none"> • HEFCE and sector updates 	<ul style="list-style-type: none"> • Complaints and Appeals update to include School level reports and themes (prior to Senate report) • HEFCE and sector updates 	
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Education & Student Committee Items for 2015/16 (not part of the annual cycle)

	<ul style="list-style-type: none"> • Any items from SAS Operational Plan for forthcoming year⁵ 				
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⁵ ie as part of the Strategy reporting framework and will including other Operational Plans as well as reports from Learning & Teaching Committees

Senate Annual Calendar of Business – Rolling

	MEETING 1 – October	MEETING 2 – December	MEETING 3 – March	MEETING 4 – May	MEETING 5 – July
Debate	◀		Slot for debates on cross-sector Issues - topics tbc		▶
Approvals	<ul style="list-style-type: none"> • New Senators • Chairs & Deputies of BOS • Senate Annual Assurance to Council 	<ul style="list-style-type: none"> • Assessment Board Chairs 	<ul style="list-style-type: none"> • NSS Milestones Review • QAA Action Plan Update (before going on web) 	<ul style="list-style-type: none"> • Review of School Student Experience Committees (approval of reports on planned improvements) 	<ul style="list-style-type: none"> • Future Academic Years
Education Monitoring	<ul style="list-style-type: none"> • SU Report • Findings of Student Surveys (2) • Period 2 Module Evaluation Outcomes (1) • Appointments • Education & Student Strategy – work planned for year • Report on KIS data themes • Admissions Update 	<ul style="list-style-type: none"> • SU Report • Institutional Student Performance Monitoring 1 • Assessment turnaround (Spring) • Assessment Board Monitoring • Student Survey Reflective Report • Periodic Review • Annual PSRB Register • Student Survey Schedule • Current & Terminated Programmes 	<ul style="list-style-type: none"> • SU Report • PGR Learning Outcomes – formerly Research Degree Qualification Rate (RDQR) (1) • Degree Classifications • Student Representatives Mid-Year Report • Collaborative Provision Register • SU Programme Representatives Register • Assessment Turnaround Action Plans 	<ul style="list-style-type: none"> • SU Report • Assessment turnaround - Autumn • APE Themes Report & Action Plans • UG & PG Application for Next Academic Year. • Institutional Student Performance Monitoring Final Report (2) • Student Performance Monitoring: Retention and Progression • Period 1 Module Evaluation Outcomes (2) 	<ul style="list-style-type: none"> • SU Report • Student Survey Findings (1) • Appeal, Complaints & Disciplinarys • External Examiner Themes • NSS Targets Review • <i>PGR Learning Outcomes – formerly Research Degree Qualification Rate (RDQR) (2)</i> • Programme Approval Schedule • <i>SU Quality Report</i> • Progress Report on Education & Student Strategy • Nominees for University-level panels (student cases)
Research	•	• PI/KPI Detailed Commentary	• PI/KPI Detailed Commentary	<ul style="list-style-type: none"> • The Annual Research Quality Monitoring (ARQM) • Annual Research Report 	•
Other	<ul style="list-style-type: none"> • Senate Terms of Reference 	<ul style="list-style-type: none"> • Times Good University Guide • World University Rankings • KPI & PI Review (Strategic Plan) 			<ul style="list-style-type: none"> • KPI & PI Review (Strategic Plan) • Sabbatical monitoring

- Each Agenda will normally have (a) Minutes from Council, Senate Committees and Exec Advisory Committees (b) Honorary Visiting Profs
- Agendas may include nominations for Professors Emeriti, Policy or Regulation changes
- **Emboldened items** relate to key areas covered by the risk register, *italicised items* indicate that the report will now go to the next meeting in 2015/16.

+ To be reviewed

Senate Items for 2015/16 (not part of the annual cycle)

	MEETING 1 – October	MEETING 2 – December	MEETING 3 – March	MEETING 3 – May	MEETING 4 – July
Education	<ul style="list-style-type: none"> • HEFCE Consultation on Future Approaches to Quality Assessment 			•	
Research	<ul style="list-style-type: none"> • Open Access Action Plan • ARQM results and ARQM review 	<ul style="list-style-type: none"> • Preparations for the next REF • 		•	•
Other	<ul style="list-style-type: none"> • BoS Composition 	•		•	•