

**Education & Student Committee – Terms of Reference 2015/16**

The Education & Student Committee will act in an advisory capacity to the Deputy Vice-Chancellor to support him in his role overseeing the following areas:

- strategic development of education and student matters
- management of academic quality, standards and enhancement matter

This includes those aspects delegated to the Deputy Vice-Chancellor by the Vice-Chancellor and by Senate.

The Committee provides advice and guidance on activities and mechanisms that ensure that the University's academic provision\* is of an appropriate quality and standard and serves to enhance academic practice.

\* taught and research-based, award-bearing and non award-bearing

Specific areas in which the Education & Student Committee will provide advice and support to the Deputy Vice-Chancellor include:

1. Development Oversight and implementation of the Education & Student Strategy and accompanying operational plan-
2. Oversight and monitoring of Implementation of the Education & Student Strategy including the progress of associated priorities, related projects and consideration of business cases in step change areas.
3. Consideration of reports from sub-committees and other University committees responsible for oversight of activities supporting the Education & Student Strategy:

<u>Sub-Committee/Group</u>	<u>Education &amp; Student Strategy Hub</u>
<u>Access and Success Sub-Committee<sup>1</sup></u>	<u>Support for Success</u>
<u>Career Development and Employability Sub-Committee</u>	<u>Career Development and Employability</u>
<u>Learning Enhancement and Development Advisory Sub-Committee<sup>2</sup></u>	<u>Research and Practice Informed Education</u>
<u>City Communities Sub-Committee<sup>3</sup></u>	<u>City Communities</u>
<u>To be embedded within reports from all the above Sub-Committees/Groups</u>	<u>In the Heart of a Global City</u>
<u>School Learning and Teaching Committees<sup>4</sup></u>	<u>Learning and Teaching activities supporting all Hubs</u>
<u>Graduate School Committee<sup>5</sup></u>	<u>Doctoral degree provision for all Hubs</u>

<sup>1</sup> Previously Access and Success Steering Group

<sup>2</sup> Previously Learning Enhancement and Development Advisory Board

<sup>3</sup> Previously Student Community Working Group

<sup>4</sup> School Learning and Teaching Committees are sub-committees of Boards of Studies and do not otherwise report to Education & Student Committee

- | 4. Consideration of reports from sub-groups, -committees and Professional Services contributing to the broader work of Education and Student Committee, including the Learning Enhancement & Development Advisory Board Sub-Committee and Partnerships Sub-Committee.
- | ~~3~~.5. Establishment of working groups supporting specific projects related to education and student matters.
- | 4.6. Receipt of updates from other strategic work streams that support the student experience.
- | ~~5~~.7. Development and implementation of policies, strategies and practices that develop and/or enhance academic provision at the University (including those related to partnerships) and research students).
- | ~~6~~.8. Development and implementation of policies, regulations and processes that assure the quality and standards of taught programmes. This includes assessment practice, performance and procedures.
- | ~~7~~.9. Actions to be taken and responses to be made concerning educational quality and standards matters to external agencies, including HEFCE, QAA and the HE Academy. This includes advice on any external reviews to be undertaken.
- | ~~8~~.10. Outputs from processes assuring adherence to the UK Quality Code for Higher Education including actions arising and developmental themes from:

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<sup>5</sup> Graduate School Committee is a Senate Advisory Committee and does not otherwise report to Education & Student Committee

- Programme Approval
- Programme monitoring and review
- External QAA reviews
- Partnership developments
- Accreditation events
- External Examiner appointments

Discussions will normally inform subsequent recommendations to Senate on matters related to the student experience, academic quality and the assurance of academic standards, including matters related to academic regulations, academic policy and academic strategy.

## Education & Student Committee – Composition and Membership 2015/16

Composition		Membership	
Deputy Vice Chancellor (Chair)		Prof David Bolton	Ex-officio
Associate Deans (Education)	Arts and Social Sciences	Prof Laurence Solkin	Ex-officio
	Cass	Dr Lorenzo Trapani Dr Simon Parker	Ex-officio Ex-officio
	Health Sciences	Maria Dingle	Ex-officio
	Mathematics, Computer Science and Engineering	Cristina Gacek	Ex-officio
	Law	Prof Susan Blake	Ex-officio
<i>Academic Leads as appropriate to the work of Student &amp; Education Committee:</i>			
Dean of the Graduate School		Prof Ken Grattan	Ex-officio
Dean of Validation		Prof Steve Stanton	Ex-officio
<del>Dean of Cass Business School ‡</del>		<del>Prof Steve Haberman</del>	<del>Ex-officio</del>
Academic Lead for External Examining		Claire De-Tham	Ex-officio
Academic Lead for Assessment		Prof Nigel Duncan	<u>As required</u>
Undergraduate Programme Director		Richard Goodey	Ex-officio
Postgraduate Programme Director		Alison Coutts	Ex-officio
<u>Acting Director of Learning Enhancement &amp; Development (LEaD):</u> <del>Director of LEaD</del> <del>Associate Director of LEaD</del>		<del>Prof Susannah Quinsee</del> Dr Pam Parker	<del>Ex-officio</del> Ex-officio
Director of Student and Academic Services		Susannah Marsden	Ex-officio
<del>Director of Marketing &amp; Communications ‡</del>		<del>Tim Longden</del>	<del>Ex-officio</del>
SU President*		<del>Rima Amin</del> <u>Issy Cooke</u>	Ex-officio
SU Vice President Education*		<del>Issy Cooke</del> <u>Umar Yunus-Chaudhery</u>	Ex-officio
SU Vice President Activities & Development*‡		<del>Natalia Rajapakse</del> <u>Yusuf Ahmad</u>	Ex-officio
<b>In attendance</b>			
Chairs of <u>sub-committees and groups reporting to Education &amp; Student Committee</u>	<del>Access &amp; Success Steering Group Sub-Committee</del>		Prof Carl Stychin
	<del>Bursaries &amp; Scholarships Steering Group<sup>6</sup></del>		
	CitySport Working Group <sup>7</sup>		Prof Cliff Oswick
	Learning Enhancement & Development Advisory Board Sub-Committee		<u>Prof Susannah Quinsee</u> <u>Dr Pam Parker</u>
	Partnerships Sub-Committee		Prof Steve Stanton
	<del>Student Community Working Group City Communities Sub-Committee</del>		<del>Rima Amin</del> <u>Issy Cooke</u>
	<del>Student Portal Steering Group<sup>8</sup></del>		Susannah Marsden
	<del>Welcome &amp; Induction Planning Group<sup>9</sup></del>		Michelle Preston
<del>Career Development and Employability Sub-Committee</del>		<u>Richard Verrall</u>	
Assistant Registrar (Quality) <del>(Co-Secretary)</del>		Helen Fitch	
Head of Student Experience		<del>Maggie Cunningham/</del> <u>Julie Crofts</u>	
Deputy Head of Student & Academic Services		Lisa L'Homme	
<u>Assistant Director Quality &amp; Academic Development</u>		<u>Alison Edridge</u>	

<sup>6</sup> Removed - reports directly to the Deputy Vice Chancellor

<sup>7</sup> Will continue report to E&S until its activities are embedded elsewhere

<sup>8</sup> Removed – activities monitored by the Operations Board

<sup>9</sup> Removed – activities monitored by the Operations Board

Members of Student & Academic Services	As required
Members of Strategy & Planning Unit ‡	As required
<u>Members of LEaD</u>	<u>As required</u>
<u>Academic Lead for Assessment</u>	<u>As required</u>
Members of the University Secretary & Governance team	As required
<u>Director of Marketing &amp; Communications ‡</u>	<u>As required</u>
Chief Information Officer ‡	As required
Director of Property and Facilities ‡	As required

‡ Attending for strategic development items

\* Opportunities for student representation are widened by allowing the SU President or Vice-Presidents to nominate alternates from School Representation Officers

Last updated ~~19 January 2015~~ 26 August 2015