

**Revisions to Regulation 4, Senate's Committees**

**Summary**

The purpose of this paper is to ask Senate to approve proposed revisions to Regulation 4, Senate's Committees. The Regulation has been updated to include the terms of reference for the Educational Quality Committee, which Senate agreed to establish at its December meeting.

Some minor changes to AGC's terms of reference are also included to reflect previous discussions at AGC relating to the work of AGC and possible overlaps with the Educational Quality Committee:

*'AGC agreed that responsibility for internal audit reports might prove a better fit for the Educational Quality Committee.'*

In addition, AGC agreed at their February meeting that the number of elected Senators on AGC should be reduced from six to five. This is reflective of AGC's decision to have, where possible, representation from the five BoS areas. The composition of AGC has also been revised so that the Chair is now defined as the VP (Strategy and Planning) rather than the Deputy Chair of Senate.

The proposed changes were discussed and endorsed by AGC at their February meeting.

One action required.

**Recommended action**

Senate is asked to **approve** the proposed revisions to Regulation 4

**Publication: Open**

## **REGULATION 4 SENATE'S COMMITTEES**

Senate has the power to constitute standing committees and to determine their powers and duties within the responsibilities delegated to it by the Council. This regulation sets out the terms of reference, composition and operation for Academic Governance Committee, Educational Quality Committee and Research Ethics Committee. Validation and Institutional Partnerships Committee, which is also a committee of Senate, is considered under Regulation 6.

### **4(A) TERMS OF REFERENCE OF ACADEMIC GOVERNANCE COMMITTEE**

#### **Purpose**

Academic Governance Committee provides advice to Senate following:

- a) Detailed scrutiny of regulations;
- b) Detailed scrutiny of assurance reports on academic quality processes; and
- c) Active and informed oversight of governance arrangements for matters concerning academic quality and standards.

#### **Authority Delegated from Senate**

It has specific authority delegated from Senate to:

- (i) Approve and oversee the audit of the effective implementation of academic assurance processes
- (ii) Approve minor amendments to the terms of reference and composition of Senate's Committees
- (iii) Approve arrangements for, and undertake, reviews of academic governance; and
- (iv) Co-opt additional members of Academic Governance Committee.

#### **Other Terms of Reference**

1. To advise Senate on Charter, Statute, Ordinance and Regulation issues that impact on institution-wide academic policy and strategy, for subsequent consideration by Council as appropriate;
2. To review all changes to Regulations and advise Senate.
3. To advise Senate on its terms of reference, composition and membership, operational details, committee structures and delegation of authority;
4. To advise Senate on the terms of reference, composition and membership, and operational details of its standing committees;
5. To undertake periodic reviews of the effectiveness of academic governance, including the performance of the standing committees of Senate;
6. To advise Senate on ways of improving its performance.
7. To advise Senate and report annually to Senate on the assurance provided by quality and standards processes.
8. To liaise with Council Corporate Governance and Nominations Committee as appropriate.
9. To review the nominations for Professor Emeritus and make recommendations to Senate.

Deleted: (supported by the Internal Audit); and

## Composition

Vice President (Strategy and Planning) (Chair)

Deleted: Deputy Chair of Senate

Deputy President and Provost or Vice-President responsible for Education

Vice-President (Research & Enterprise)

Senior Elected Senator

Chair of Research Ethics Sub-Committee

President of City, University of London Students' Union

Up to five elected members of Senate, appointed by the Committee for their term of office as a Senator

Deleted: six

Up to two co-opted members appointed by the Committee for terms of three years, renewable.

## Operational Details

- Reporting line - Direct to Senate
- Quorum - 30% rounded up to the next whole number of the total actual membership
- Frequency of meetings - As required, at least once, and normally three times, a year
- Decisions can be taken by correspondence and email provided 30% of members take part in the decision.

## **4(B) TERMS OF REFERENCE OF EDUCATIONAL QUALITY COMMITTEE**

### **Purpose**

The Educational Quality Committee is responsible to Senate for the oversight of specific aspects of the framework and operation of academic regulation, policy and practices concerning the quality and standards of City awards. This includes all taught and research degree programmes. The Committee supports the enhancement of the quality of the educational offer and the dissemination of good practice. Additionally, it is responsible for ensuring that the framework and practices are aligned with external regulatory requirements and expectations.

It works alongside the Collaborative Provision Committee, which provides institutional oversight on behalf of Senate of the framework for educational provision delivered with others (validated programmes, partnership programmes, outgoing student mobility schemes and student placement activity). It also works alongside the Graduate School Committee which advises the Dean of the Graduate School on academic quality and standards for research degree provision.

### **Terms of Reference**

Educational Quality Committee is responsible to Senate for:

- Monitoring and supervising the development and implementation of City's academic regulatory and policy framework for all award-bearing provision, subject to the approval of Senate where applicable, to ensure and enhance the high quality of the educational offer, and assure the standard of City awards.

- (ii) Providing detailed and regular scrutiny of the framework to ensure appropriate alignment with relevant external reference points and guidance, and advising Senate on necessary changes and enhancements.
- (iii) Considering requests for exemption from the Senate Regulations relating to educational provision and/or approved quality and standards framework, and making recommendations to Senate.
- (iv) Receiving reports, as appropriate, from any sub-committees established by Educational Quality Committee and ensuring that all relevant matters concerning educational quality and standards are reported to Senate.
- (v) Undertaking scrutiny and advising Senate of outcomes from and the effectiveness of academic quality processes, including:
  - Programme approval, amendment, termination
  - External examining
  - Annual Programme Evaluation
  - Periodic Review
  - PSRB and accreditation events
  - Audits of academic processes that impact on the quality and standards framework
- (vi) Oversight of City's approach to assuring the completeness, accuracy, reliability and fitness for purpose of published information.
- (vii) Reviewing the outcomes from any external quality review or assessment of the City's educational quality and/or academic standards and advising Senate on the implementation and monitoring of related action plans.
- (viii) Advising Senate on appropriate action to take in order to address areas of academic risk to educational quality and/or academic standards.
- (ix) Through the above, supporting the enhancement of educational quality and the dissemination of good practice.

Educational Quality Committee will receive reports from, and/or will liaise with, the following committees to support institutional oversight of quality and standards, and to inform regulation and policy review, enhancement and development as appropriate.

- Education and Student Committee
- City Learning and Teaching Committee
- Graduate School Committee
- Collaborative Provision Committee
- University Programme Approval Committee
- Boards of Studies<sup>1</sup>

Where appropriate, business will be reported and/or recommendations made to Senate via Academic Governance Committee, where they relate to matters within Academic Governance Committee's remit or its delegated authority from Senate.<sup>2</sup>

<sup>1</sup> Boards of Studies have delegated authority from Senate for the maintenance of academic standards and quality within their academic subject area as noted in their terms of reference

<sup>2</sup> Academic Governance Committee undertakes detailed scrutiny of proposed changes to Senate Regulations prior to recommendations being made to Senate.

### **Composition**

Membership will comprise of individuals with appropriate quality assurance and enhancement expertise:

Deputy President and Provost (Chair)

Associate Dean (Education) or equivalent of each School:

- Arts & Social Sciences
- Cass
- Health Sciences
- Law
- Mathematics, Computer Science and Engineering

Academic Lead for External Examining\*

Director of Student and Academic Services (or nominee)

Director of Learning Enhancement and Development (or nominee)

Assistant Director (Quality and Academic Development)

2 elected members of Senate, appointed for their term of office as Senator

Up to 5 Programme Directors, drawn from undergraduate and postgraduate taught programmes\*

Vice-President (Education) of the Students' Union

### **In attendance:**

Assistant Registrar (Quality) (Secretary)

Director of Internal Audit

Co-opted members as required

*\*including Academic Lead for External Examining role*

### **Operational Details**

- Reporting line - Direct to Senate
- Quorum - 30% rounded up to the next whole number of the total actual membership
- Frequency of meetings - As required, at least once, and normally five times, a year
- Decisions can be taken by correspondence and email provided 30% of members take part in the decision.

## **4(C) TERMS OF REFERENCE OF RESEARCH ETHICS COMMITTEE**

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### **Authority Delegated from Senate**

Grant ethical clearance for research projects conducted by staff and students that require such consideration.

### **Terms of Reference**

1. To consider the ethical implications of all research, experiments, investigations and procedures involving human participants, or animal subjects carried out in the University or under the auspices of the University.
2. To consider the ethical implications arising from research projects collecting, using and/or storing personal data carried out in the University or under the auspices of the University.
3. In connection with the above, to approve statements of practice for routine and emergency clinical procedures and other research, experiments, investigations and procedures routinely undertaken by appropriate departments of the University.
4. To set standards, propose and review policy on the ethical conduct of research throughout the University.
5. To approve School/Departmental delegation frameworks and procedures relating to research ethics.
6. To receive from individual members of academic staff, students, local Research Ethics Committees, Boards of Studies, or committees of Senate, proposals for all other research, experiments, investigations and procedures falling within its terms of reference and to allow, refer back or disallow such proposals, specifying where necessary any conditions subject to which proposals may be allowed.
7. To receive and advise on research proposals for the use of the name of the University in connection with all aspects of research involving human participants, personal data or animal.
8. In carrying out its responsibilities, to seek and take account of all necessary advice from sources within and without the University.
9. To report to Senate at least once annually on the research, experiments, investigations and procedures which have been allowed by the Committee through the Chair of the Committee.
10. To receive minutes and reports from Departmental/School Research Ethics Committees and to carry out spot checks on the effectiveness of procedures and standards adopted by the local committees.
11. To approve requests from external researchers wishing to recruit staff and students from the University for participation in research projects.
12. To submit a copy of the minutes of each meeting to Academic Governance Committee.

### **Composition**

Chair (appointed by Senate on the recommendation of AGC. The Pro Vice-Chancellor (Research & Enterprise) will make a recommendation firstly to AGC)

Deputy Chair to be appointed by Senate

Chairs of School Research Ethics Committees (ex officio)

Up to three external independent members appointed by the Committee University Data Protection Officer (ex officio)

Assistant HR director, Health Service and Safety (ex officio) Two Research Students appointed by the Committee

Up to five members with expert knowledge from the University's academic staff appointed by the Committee

Up to two members co-opted by the Committee.

### **Operational Details**

- Appointments by the Committee which are not ex-officio will be for up to three years (normally three years) and will be renewable for a maximum period of office of nine years. The Research Students would serve one term of up to two years.
- Reporting line - Direct to Senate
- Quorum - 30% rounded up to the next whole number of the total actual membership
- Frequency of meetings - As required, at least once, and normally three times, a year
- Decisions can be taken by correspondence and email provided 30% of members take part in the decision.

Note: For regulations concerning Validation and Institutional Partnerships Committee, see Senate Regulation 6.

Reapproved as a Senate Regulation 05.12.12 Revised 17.09.14 (AGC)

Revised 11.02.15 (AGC)

Revised 08.07.15 (Senate)

Approved by Chair's Action (Senate) 24.08.16

Approved by AGC (21.09.16)