

## **Appendix 2 - University Education Committee**

### ***Terms of reference***

#### **General**

The Education Committee has oversight of educational strategies and policies and reviews the University's performance against its aims and objectives. The Committee considers external and internal factors that will enhance or limit the University's ability to deliver high quality education and student experience.

#### **Specific**

1. To review and advise on external trends and influences in education, learning and teaching and student support.
2. To develop and oversee the implementation of strategies for learning, teaching and assessment, in alignment with the overall University strategy defined by the Executive Board.
3. To promote innovation in learning, teaching, assessment and wider aspects of student support.
4. To develop and oversee the implementation of the University's regulatory and quality framework in respect of taught programmes, making revisions as required on an annual basis and to ensure that the framework takes account of sector requirements.
5. To develop and oversee the implementation of University policies and practices to enhance the quality of the student learning experience.
6. To review and monitor key performance indicators of the quality of academic standards and the student experience and determine any necessary interventions.
7. To monitor, analyse and advise on University metric performance as it impacts the Access and Participation Plan and Teaching Excellence Framework .
8. To oversee the University's submission to the Teaching Excellence Framework (TEF) or similar national exercises.
9. To establish as required, sub-committees, fora and task and finish groups to conduct particular areas of business within the remit of the Committee and to receive regular reports on these activities.
10. To report to each meeting of Senate on activities within its area of responsibility.

#### ***Membership***

##### Chair

Pro-Vice-Chancellor, Education

##### Vice-Chair

Associate Dean, Education, (as nominated by the Pro-Vice-Chancellor, Education)

##### Ex-officio members

- Associate Dean, Education, FABSS

- Associate Dean, Education, FEPS
- Associate Dean, Education, FHMS
- Director of the Surrey Institute of Education
- Chief Student Officer
- Director of Student Life
- Director of Academic Performance, Quality and Governance
- Head of OSCAR
- Director of Library and Learning Services
- Dean of the Doctoral College
- President, Students' Union
- Dean International
- Chief Information Officer

#### Nominated members

Three academic representatives nominated from the pool of Faculty Academic Senators in the first instance <sup>1</sup>.

#### Co-opted members

- Surrey Online Learning Programme Manager

#### In attendance

Head of Academic Policy and Governance (*to act as Committee Secretary*)

The Committee can co-opt additional members as required for specific purposes.

#### Period of appointment

Ex-officio members remain as members of the Committee for the term of their appointment in their role.

The term for nominated Senators is two years or the period the person holds their representative role on Senate, whichever is shorter. They are eligible for re-election if they are elected to undertake a second term on Senate. In any event a maximum of three years may be served.

Co-opted members remain as members for as long as their purpose on the Committee is required.

### ***Operation***

#### Quoracy

The quoracy requirements shall be half of the current members. In the case of an equal vote, the Chair shall have a casting vote.

#### Frequency of meetings

Meetings are held four times a year. Exceptional meetings may be held at the discretion of the Chair.

#### Decision making outside of meetings

Decisions may exceptionally be taken by Chair's action.

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<sup>1</sup> if all three posts are not filled by this route, the Chair of Senate will liaise with the Executive Dean(s) of Faculty for nomination from the wider academic community

At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.

Reports to  
Senate

Sub-structure  
Quality Enhancement Sub-committee  
Student Experience Sub-committee