ACADEMIC COMMITTEES

Membership
Terms of Reference

Version	VERSION 6.8
Approved by:	Academic Board
Originator/Author	Executive
Owner	Academic Registrar
Reference source (if any):	
Date approved:	(separate approval dates for amendments as listed below)
Effective date:	For Academic Year 2023/24 and thereafter
Review date:	Spring 2026
Target:	All
Located:	SIP: (Academic: Academic Committees) VLE for students University College public website

Insert amendments once approved

Amended January 2020 – new committee structure, terms of reference, membership and changes to supporting document. – v6.0

Amended May 2020 – role title change from Principal/Vice-Principal to Vice-Chancellor and Deputy Vice-Chancellor from 1 May 2020.. (As this was a title change only with no amendment to terms of reference or membership the version number has remained as v6.0)

Amended July 2020 Amendment to membership of Education Committee approved Academic Board 01.07.2020. Changed School name, Medical Ultrasound to Radiology, programme lead to course lead throughout

Amended Sept 2020 Minor amendment to membership of the Student Experience Committee for job titles - removed Executive Director of Administration and replaced with Chief Operating Officer.

Amendments July 2021 to: incorporate changes approved in 2020-21 academic year:

- School of PSPA becomes School of Rehabilitation, Sport and Psychology – amended throughout.
- Academic Standards and Quality Committee: Head of Library and Learning Services added to membership. Approved academic Board June 2021.
- Education Committee: Student representation amended, requirement for PG rep removed, approved Academic Board March 2021
- Research and Innovation Committee: addition of reference to and membership and terms of reference for Institutional Research Ethics Sub-Committee (IREC) and School Research Ethics Panels (SREP)
- Student Experience Committee: terms of reference amended to include reference to oversight of survey formats, approved Academic Board June 2021
- Course Steering Committee: change from Framework/course steering Group: new terms of reference and membership, operating procedures and standard agenda, approved Academic Board March 2021
- Education Committee and ASQC, addition of Students' union and Engagement Manager to membership (approved Academic Board September 2021)
- Research and Innovation Committee – amendments to membership and terms of reference in the light of new research structure. Approved on Academic Board chair's action January 2022
- Student Experience Committee - addition of Access and Participation Manager to membership; Research and Innovation Committee – addition of reference point 10 due to establishment of Research Degrees Sub-Committee; Terms of reference for Research Degrees Sub-Committee added (approved Academic Board March 2022)
- Academic Standards and Quality Committee – amendments to reference point 4 and addition of point 5, following an update to the route for approving the closure of courses and suspension of courses for strategic/business related reasons (approved Academic Board March 2022)

- Research and Innovation Committee – addition of Head of Estates and Facilities role to membership. Education Committee – addition of a learning technology representative to the membership (approved June 2022), minor update to Student Experience Committee membership to reflect the correct job title for the Students' Union and Engagement Manager
- December 2022: amendments approved by the Board of Governors: Academic Board is to be viewed as a sub-committee of the Board of Governors. The Board now approve Academic Board's Terms of Reference. Academic Board continues to approve the Terms of Reference for its standing committees; Academic Board will receive a report from the Chairs of standing committees, who will provide an overview of the work of the committee; that the Clerk to the Board be 'in attendance' at Academic Board; that members of the Board of Governors be invited to be 'in attendance' at Academic Board.
- December 2022: Removal of the role of Head of Library & Learning Services and Chief Operating Officer from all committees. Head of Student & Wellbeing Services added to the membership of Academic Board, Education Committee and Student Experience Committee. Library Representative added to ASQC and RIC.
- December 2022: Chair of Research Committee Sub-Committee has been added to the membership of RIC.
- December 2022: Head of Learning &Teaching, Head of Practice Learning, Head of Facilities & Estates, SU VP Education added to the membership of SEC.
- December 2022: Head of Learning & Teaching added to the membership of the Education Committee; Head of Practice Learning and Head of Academic Engagement & Enterprise added 'in attendance' to the Education Committee
- July 2023: Academic Board: membership updated to reflect the institutional approach to include associate professors within 'the professoriate' and Governance Administrator added to be in attendance. Academic Standards and Quality Committee: additional term added for the oversight of the Academic Policy and Procedure framework. Minor amendments made to remove unnecessary detail under point 7. Additional of two new terms relating to oversight of the Educational Partnerships and Apprenticeships provision. Amendment to the term relating to External Examiner approval. Education Committee: amendment to the term relating to Policy and Procedure, Research and Innovation Committee: membership updated to reflect new roles, Head of Academic Enterprise and Engagement now considered as a full member, School Research Ethics Leads added as full members. Course Steering Committees: additions made for clarity of courses delivered in partnership. Research Degree sub-committee: addition of Doctoral Coordinator to the membership.
- July 2023: Amendments made to all Terms of Reference to include the following: amendments made to reflect the change from three to two schools, updates to the School names, addition of a Deputy Chair for all committees, updates to the roles of Academic Registrar and University Secretary and Head of Research,
- December 2023: Research and Innovation Committee: job titles corrected for the Head of Research and Research and Knowledge Exchange Manager, Doctoral Co-Ordinator. ASQC: job title corrected for the Head of Academic Enterprise and Engagement Representative from the Centre for W&SI added to the membership for RIC, ASQC and Education

Contents

1. ACADEMIC COMMITTEE REPORTING ARRANGEMENTS

The Academic Board (hereafter referred to as 'the Board') reports directly to the Board of Governors, which will note resolutions or approve or reject recommendations proposed by the Board.

The Board will establish such Standing Committees as it requires and shall determine the membership and functions of these Committees. Where appropriate, such Standing Committees will include student representatives and/or persons who are not members of the Board.

Any Standing Committee of the Board may establish Sub-Committees, and determine their membership and function. All Standing Committees will report formally to the Board on their work and submit reports as required. The Board and its Standing Committees will prepare such reports as the Board requires or on any matter that the Board of Governors may refer.

The Board of Governors may accept, reject or refer back to the Board any recommendations made to it by the Board. However, it shall give its reasons for any such rejections or reference back and shall afford the Board the opportunity to make representations to the Board of Governors in this respect.

The Board shall normally meet three times yearly, and the dates of its meeting shall be entered in the University College calendar (almanac). All Standing Committees and Sub-committees should normally meet at least three times per year.

If necessary, the Chair shall appoint a Deputy for any meeting of the Board. Elected membership of the Board and its Standing Committees (and Sub-Committees) will be for a period of 3 years; 50% rotation. Elected members may not normally hold office for more than two consecutive terms (i.e. 6 years). The Chair may co-opt members as deemed necessary on an annual basis and who then may be re-appointed.

Nominated members of Standing Committees (and Sub-Committees) will be for a period of 3 years. Nominated members may not normally hold office for more than two consecutive terms (i.e. 6 years).

The Academic Registrar, or nominated Deputy, shall service the Board and its Standing Committees and record the Proceedings.

In principle, any staff or student may observe the Board, its Standing Committees (and Sub-Committees) by prior arrangement with the appropriate Chair.

The Vice-Chancellor shall be an ex-officio member of all Standing (and Sub-Committees) of the Board.

1. STANDING COMMITTEES, SUB-COMMITTEES, WORKING GROUPS and PANELS

Standing Committees: Formal academic committees reporting directly to Academic Board.

Sub-Committees: Report only to the parent Standing Committee and carry out a detailed function.

Groups and Panels: Permanent or temporary working groups, working parties, forums and networks created and deleted on a needs basis by Standing Committees and Sub-Committees. May or may not report formally to the parent Standing Committee or Sub-Committee.

Assessment Board: Act on behalf of the Academic Board (delegated authority) to make decisions on the progression of, and academic award to individual students.

The following Standing Committees shall report to the Board:
- Academic Standards and Quality Committee (ASQC)
- Education Committee (EC)
- Research and Innovation Committee (RIC)
- Student Experience Committee

Standing Committees are normally only chaired by ex-officio members of the Board.

The Board shall receive the Minutes of each Standing Committee. The Minutes of Sub-Committees, Working Groups and Panels will be received by the relevant Standing Committee.

Revisions to the membership or terms of reference of the Board must be approved by the Board of Governors. The Board may revise the Terms of Reference and/or Membership of any of its Standing Committees, Sub-Committees, Working Groups or Panels.

The Board may create new Standing Committees, Sub-Committees, Working Groups or Panels, or abolish existing ones.

2. RULES OF PROCEDURE AND CONDUCT

2.1. Applicability of these Rules

These Rules shall apply to the Board and all Standing Committees, Sub-Committees, Working Groups and Panels.

2.2. Role of the Chair

The Chair will be responsible for approving the agenda of each meeting; chairing each meeting; and overseeing the production of the draft Minutes of the meeting, prior to confirmation by the Committee.

The Chair shall conduct business according to the normal conventions of committee and debating procedure, and in accordance with these Rules of Procedure. In order to ensure that consistent and high-quality debate and discussion takes place, Chairs are asked to observe and enforce the following procedures:

- Everybody should be given an equal opportunity to speak; inclusive language should be used at all times.
- Respect should be shown to colleagues at all times, even where disagreements occur.
- Confidentiality should be observed when requested and expected (i.e. members should only disclose details of the decision/s reached rather than the discussions that took place and the opinions that were expressed in them).
- All comments should be addressed through the Chair.
- Collective responsibility should be observed once decisions are taken.
- The decision as to whether or not a proposed item of business falls within the terms of reference of the Board, or Standing Committee (or Sub-Committee) shall lie with the appropriate Chair, and be subject to an appeal supported by not less than two-thirds of those present at the meeting and voting.
- The Chair shall have a vote and also a casting vote.
- A Deputy Chair may be elected to chair meetings in the absence of the Chair, and act as Chair for items of business in which the Chair declares an interest.
- Members of each Committee will be asked to declare any interest that could give rise to conflict in relation to any item on the agenda at the beginning of the item in question. All interests so disclosed will be recorded in the minutes of the Committee. If the Chair of the meeting deems it appropriate, the member shall absent him/herself from all or part of the Committee's discussion of the matter.

2.3. Chair's Actions

Depending on the nature of the committee, there may be a need for the Chair to consider items between meetings on the committee's behalf and this has the benefit of expediting business where a committee does not meet frequently. However, normally only minor and non-controversial items should be considered in this way. If the need for urgent consideration of major and/or controversial items between planned items is foreseen, the committee may consider explicitly delegating the matter to its Chair at the previous meeting or alternately a special meeting might be called. Where Chair's action on significant items does take place, it is helpful for the Chair to consult the views of members by email before taking his/her decision. (This is known as considering an item 'in circulation'). All decisions taken by Chair's Action should be clearly reported to the Committee at its next meeting for information, using the standard template. However, the Chair may on occasion have to use his/her discretion on whether to take Chair's Action, advised if appropriate by the secretary and relevant officers.

2.4. Role of the Secretary

The Secretary shall be nominated from within the office of the University College responsible for recording the proceedings of meetings with the endorsement of the Chair. In the case of the Board and its Standing Committees, the role of Secretary is an ex-officio role held by the Academic Registrar (or nominated Deputy).

The Secretary will liaise with the Academic Registrar regarding any changes to membership.

The Secretary shall ensure that an agenda for each meeting is drawn up in consultation with the Chair, and circulated with the relevant papers.

The Secretary will monitor apologies and in liaison with the member, consider if a nominated deputy should attend in their stead (for ultimate approval by the Chair). This is essential to ensure committees, especially where decisions are taken, are quorate in advance of the meeting to avoid delays (see 3.6).

The Secretary shall keep concise minutes in accordance with the document *Guidelines for Supporting Academic Committees*, to include the names of members present at meetings (and any apologies received) and (except where otherwise instructed by the Committee) a complete record of all decisions reached.

The Secretary shall ensure that Minutes of meetings are made available as appropriate to the University College community by way of the Staff Information Portal (SIP) and will provide a copy of the confirmed minutes of each meeting (minutes only) to the Assistant Registrar (Quality Assurance) for upload to the VLE for students.

2.5. Role of Members

Members (ex-officio, nominated or elected, staff or student) have equal say in the decision making of the committee and are encouraged to take an active part in the debate and challenge of items of business.

Members are expected to attend meetings or in rare circumstances, send apologies for absence in advance of the meeting (see 3.6). It may be acceptable for a nominated deputy to attend a meeting, if approved in advance by the Chair. If members need to exceptionally send their apologies, they should seek advice from the Secretary if a nominated deputy would be acceptable. Once approved, the nominated deputy will have the same voting rights as the member.

More information on the role of elected members can be found in the section entitled *Election of Members.*

Members of each Committee will be asked to declare any interest that could give rise to conflict in relation to any item on the agenda at the beginning of the item in question. All interests so disclosed will be recorded in the minutes of the Committee.

2.6. Attendance and Quorum

If the meeting is inquorate, no business can be transacted, i.e. no decisions can be made. At the discretion of the Chair, the meeting can be cancelled and the business dealt with in circulation, or discussion can take place in committee mode with recommendations ratified at the next meeting or in circulation.

2.7. Conduct of Business

The Academic Registrar will set all meeting dates in advance of the academic year commencing. It shall, however, be within the discretion of the Chair to cancel a meeting if, in their opinion, there is insufficient business to warrant it. The Secretary shall give at least three working days' notice of any such cancellation.

The Secretary may also call extraordinary meetings at the request of the Chair. The Secretary shall give at least three working days' notice of any such meeting.

The agenda of every meeting, together with the accompanying papers, shall be published and circulated to all members no less than three working days before the meeting. Items on the agenda shall normally be phrased as proper motions and shall not include any other business. Items may be added to the agenda (including under 'any other business') after publication subject to the agreement of the Chair, and will be discussed unless at least one-third of members vote against doing so.

All agenda items will normally be supported by written papers unless agreed beforehand by the Chair. For Academic Board, agenda items will be split into reporting sections from Standing Committees and the Chair will provide an Executive Summary report setting out the work of the committee being reported.

For all other committees, agenda items will be grouped into the following categories:

1. FOR REPORT/UPDATE – questions allowed for clarification purposes only.

2. FOR APPROVAL – normally only permitted if accompanied by a written proposal and written supportive material and circulated with the agenda. Tabled motions are only exceptionally permitted at the discretion of the Chair.

3. FOR DISCUSSION – normally only permitted if accompanied by written supportive material and circulated with the agenda.

4. FOR CONSIDERATION AND RECOMMENDATION – normally only permitted if accompanied by a written proposal, written supportive material and circulated with the agenda. Used when a committee considers an item but cannot approve it within its terms of reference, and therefore recommends to a higher committee.

5. FOR NOTE – questions allowed for clarification purposes only but no debate or discussion.

6. REPORTS FROM COMMITTEES

3. ELECTION OF MEMBERS

These Rules shall apply to the Board and its Standing Committees (and Sub-Committees).

3.1. Elected Positions

Elected members shall serve for three years, normally from the start of an academic session, and be eligible for re-election on one further consecutive occasion.

Elected members are expected to act as a conduit between their constituencies and the committees to which they are elected, consulting their constituencies with regard to their business where practicable and relaying decisions back to them.

3.2. Procedures for Elections

All procedures will be conducted by the Academic Registrar (or nominated Deputy). The Academic Registrar will keep a record of Membership of the Board and its Standing Committees (and Sub-Committees) and terms of office. The Academic Registrar (or nominated Deputy) will instigate the procedure for election (or re-election) as appropriate, and act in the capacity of Returning Officer.

Nominations shall be sought from all constituents. Normally, the nomination period should not be less than ten working days, although a reduced period can be set, in exceptional circumstances, with the agreement of the Vice-Chancellor. Candidates must indicate their willingness to stand.

- Where the number of candidates is less than the number of vacancies, the candidates shall be duly elected.
- Where the number of candidates is equal to the number of vacancies, the candidates shall be duly elected.
- Where the number of candidates exceeds the number of vacancies, the following regulations shall apply:

Elections shall be by secret ballot. Ballots shall be conducted using an appropriate online tool or by traditional paper-based method, at the discretion of the Returning Officer. In the case of paper ballots, papers will be placed in pigeonholes or distributed in sealed envelopes; a ballot box shall normally be placed in the reception area of the University College. The voting period will not be less than five working days.

The voting system used is Single Transferable Voting (STV), which uses preferential voting in multi-member constituencies. Each voter gets one vote, which can transfer from their first-preference to their second-preference and so on, as necessary. Candidates don't need a majority of votes to be elected, just a known 'quota', or share of the votes, determined by the size of the electorate and the number of positions to be filled. If a candidate has no chance of being elected or has enough votes already, an individual's vote is transferred to another candidate in accordance with their instructions. STV thus ensures that very few votes are wasted, unlike other systems, especially First Past the Post where only a small number of votes actually contribute to the result.

3.3. Challenges to the Conduct of Elections

Any challenge to the conduct of an election must be made in writing to the Vice-Chancellor. The Vice-Chancellor's response shall be communicated, along with the challenge itself, to all constituents; where a fresh election is called in response to such a petition, the nominations process will re-commence as if for the first time.

4. NOMINATION OF MEMBERS

Heads of School will nominate suitable staff members to represent the School on relevant committees. Nominated members shall serve for three years, normally from the start of an academic session, and be eligible for nomination on one further (consecutive) occasion.

Elected members are expected to act as a conduit between their Schools and the committees on which they serve, consulting their School constituency with regard to their business where practicable and relaying decisions back to them.

ACADEMIC BOARD

MEMBERSHIP

Chair
Vice-Chancellor

Members
Academic Registrar and University Secretary (Secretary to the Board)
Assistant Registrar (Quality Assurance)
Deputy Vice-Chancellor (Deputy Chair)
Head of Research
Head of Learning & Teaching
Head of AECC School of Chiropractic
Head of School of Health and Rehabilitation Sciences
Head of Student & Wellbeing Services
Independent representative (at least one) from university sector (co-opted for a 3-year term)
Staff members (up to five elected), at least three of whom shall be from academic staff and at least one shall be from professional services staff
Student representatives (two) selected by the student body
Students' Union President
University College Professoriate (two) (other than members in other roles)

Clerk
Academic Governance Administrator (In attendance)

In attendance:
Governance Administrator
Any member of staff or member of the Board of Governors may attend the Academic Board, and, at the invitation of the Chair, may contribute to the discussions.

TERMS OF REFERENCE

Subject to the provisions of the Articles of Association, to the overall responsibility of the Board of Governors, and to the responsibilities of the Vice-Chancellor, and subject to the requirements of the appropriate awarding and accrediting bodies:

1. To develop and maintain oversight of the academic vision and strategic direction of the University College;

2. To have oversight of and approve University College strategies, regulations, policies and procedures for all academic activities, including learning and teaching, admissions and access participation, research, and innovation, consistent with the University College's mission and strategic plan;

3. To have oversight of the planning, development and implementation of all academic work in the University College consistent with the University College's mission and strategic plan including academic standards and quality enhancement, new courses and course modifications, validation and (periodic and annual) reviews of courses, accreditation by professional regulatory statutory bodies (PRSBs), external audits and inspections, closure of courses and procedures for internal progression of students and award of qualifications;

4. To delegate authority to the Assessment Board in making decisions on individual students regarding progression and the award of qualification;

5. To make decisions on educational priorities, with the aim of enhancing the academic experience for students and with regard to the Education Strategy, the University College's education-related risks and Key Performance Indicators (KPIs);

6. To maintain strategic oversight for education for all courses and frameworks within the context of academic strategies. This includes:
   - the academic experience, academic achievement and employability of all our students;

- educational regulations, policies, codes of practice, procedures and strategies;
- the quality and standards of our education provision (via Academic Standards and Quality Committee);
- the wider University student experience as it impacts on their academic experience and academic achievement (via Student Experience Committee);
- compliance with external regulatory frameworks (via Academic Standards and Quality Committee);

7. To make decisions, where appropriate, on proposals for external educational partnerships, collaborative arrangements and arrangements for validation of degrees offered by other institutions. Detailed scrutiny will be undertaken by the Academic Standards Committee;

8. To make decisions on priorities in relation to infrastructure, systems and processes in order to support the University College's academic vision and strategies;

9. To receive the outcomes of academic appeals and complaints, student fitness to practise, academic misconduct and disciplinary offences;

10. To receive, consider and respond as appropriate to Minutes from Standing Committees of the Academic Board, and to formally report its proceedings, recommendations and matters of concern to the Board of Governors;

Advisory to other committees:
- To advise the Board of Governors on high-level strategic engagement with the national academic assessment frameworks (TEF, REF, KEF) and Student Outcomes Framework.
- To keep the Board updated on matters that relate to the delivery of academic strategic initiatives.
- To provide the Board with an annual academic quality assurance statement
- To advise the Senior Management Group on education priorities and initiatives, to ensure planning for physical and digital environment considers the University College's academic vision

MEETS
At least three times per year.

Quorum:　　　50%

ACADEMIC STANDARDS AND QUALITY COMMITTEE

MEMBERSHIP

Chair
Deputy Vice Chancellor
(Appointment of a suitable Deputy Chair will be undertaken at the first meeting of the academic year)

Members
Academic Registrar and University Secretary
Academic Standards and Quality Committee Representatives (two from each School/one from the Centre for WS&I)
Assistant Registrar (Quality Assurance) (Secretary to the Committee)
Head of Learning and Teaching
Head of AECC School of Chiropractic
Head of School of Health and Rehabilitation Sciences
Head of Academic Enterprise and Engagement
Library Representative
Student representatives (two) selected by the student body
Students' Union and Engagement Manager

Clerk
Academic Governance Administrator (In attendance)

TERMS OF REFERENCE
1. To have oversight of, and report and make recommendations to the Academic Board on the quality and standards underpinning the University College's taught provision aligned to the University College's strategic objectives and targets;

2. To have oversight of the review and publication of the policies and procedures within the University College's quality framework, to monitor the effectiveness and report and make recommendations to the Academic Board on academic policies, procedures and regulations underpinning the University College's taught provision

3.. To identify and promote the enhancement of the quality and standards of the University College's taught provision, and to disseminate good practice;

4.. To secure the quality and standards of the University College's taught provision and awards aligned to internal and external benchmarks;

5.. To consider and approve all applications and proposals for new courses, and for suspensions of courses where such suspension is related to the academic standards and quality of the course;

6. . In the event of an approved suspension or course closure, for a course on which current students are enrolled, to consider and approve arrangements to ensure the quality of the student learning experience for students already enrolled on the course, and/or, where applicable that any arrangements for transfer to an alternative course are appropriate.

7.. To oversee the approval and periodic review of courses receiving and considering outcomes, and monitoring the response to any conditions and/or recommendations;

8.. To oversee the preparation for, and outcomes and recommendations for all external audits and inspections of courses, including professional accreditations, receiving and considering outcomes, and monitoring the response to any conditions and/or recommendations;

9. . To oversee, monitor and approve the process of annual monitoring of the University College's academic provision by receiving, considering and responding to the University College's annual report, individual Annual Reports on course monitoring, including the responses to External Examiner reports, and the University College's annual reports to professional regulatory statutory bodies (PRSBs);

10. To oversee Educational Partnership provision through consideration of proposals for new Educational partnerships and the review and monitoring of outcomes from the Periodic Review of Educational Partnerships;

11. To oversee Apprenticeship provision through consideration of proposals for new apprenticeships and the review and monitoring of outcomes from the Periodic Review of apprenticeship provision;

12. . To consider and approve level 3 modifications to courses and retain oversight of level 1 and 2 modifications approved via the Course Steering Committee;

13. . To ratify the approval of nominations for External Examiner appointments;

14. . To formally report its proceedings, recommendations and matters of concern to the Academic Board, and refer matters to the Board's Standing Committees (and Sub-Committees) as appropriate.

MEETS
At least four times per year.

Quorum: 50%

EDUCATION COMMITTEE

MEMBERSHIP

Chair
Deputy Vice-Chancellor

Members
A learning technology representative
Academic Registrar and University Secretary
Assistant Registrar (Quality Assurance) (Secretary to the Committee)
Head of IT
Head of Learning & Teaching (Deputy Chair)
Head of Student & Wellbeing Services
School Education Committee Representatives (two from each School/one from the Centre for WS&I)
Student Representative selected by the student body
Students' Union and Engagement Manager
Students' Union Vice-President (Education)

Clerk
Academic Governance Administrator (In attendance)

In Attendance:
Head of Academic Engagement and Enterprise
Head of Practice Learning

TERMS OF REFERENCE
1. To develop and recommend to Academic Board strategy and policy on all aspects of the student educational experience;

2. To be responsible for ensuring the achievement of the University College's strategic aims and objectives for student education, monitoring progress and reporting to Academic Board on this;

3. To ensure the systematic engagement with students as partners in the development, delivery and enhancement of their educational experience;

4. To have oversight ofand make recommendations to the Academic Board on academic policies, procedures relating to educational experience including learning, teaching and assessment design

5. To respond to relevant institution-level outputs from the University College's annual monitoring and quality framework;

6. To contribute to the implementation of institution-level projects for enhancing the wider student experience;

7. To develop and support activities which encourage education innovation, and the sharing and embedding of good practice;

8. Lead on strategic initiatives that enhance the educational experience of students on taught courses, including technology-enhanced learning and inclusive curricula;

9. To formally report its proceedings and recommendations to Academic Board.

MEETS

At least three times per year.

Quorum: 50%

RESEARCH AND INNOVATION COMMITTEE

MEMBERSHIP

Chair
Head of Research
(Appointment of a suitable Deputy Chair will be undertaken at the first meeting of the academic year)

Members

Chair of the Research Degrees Sub-Committee
Head of Estates and Facilities

Head of Academic Enterprise and Engagement.
Library Representative
Management Accountant (designate of Head of Finance and Procurement)
Research and Knowledge Exchange Manager (Secretary to the Committee)
Doctoral Co-Ordinator
School Research Leads
School Research Ethics Leads
Representative (one) from the Centre for W&SI
Student representatives (two) selected by the student body
University College Professoriate

Clerk
Academic Governance Administrator (in attendance)

In attendance
Director of Clinical and Rehabilitation Services
Marketing Representative

TERMS OF REFERENCE
1. To have oversight of, report and make recommendations to the Academic Board concerning the University College's research and innovation activity, productivity, and governance aligned to the University College's strategic objectives and targets;

2. To contribute to the formulation, review and implementation of the University College's strategic plans for research and innovation;

3. To co-ordinate preparations for the Research Excellence Framework (REF), including review and internal assessment in conjunction with School Research Leads and Heads of School;

4. To have oversight of and co-ordinate preparations for the Knowledge Exchange Framework (KEF) implementation and any future assessment exercise and keep under review the University College's alignment to the KEF concordat to support principles and good practice;

5. To advise on the alignment of research and innovation related content in taught courses within the University College;

6. To have oversight of University College Research Centres to include making recommendations to Academic Board on proposals to establish or dissolve Centres;

7. To have oversight of research integrity through consideration of an annual statement and keep under review the University's implementation of the Concordat to support research integrity;

8. To delegate authority to the school Research Ethics Panels and the institutional Research Ethics subcommittee for approval of research ethics applications and have oversight of such approvals;

9. To oversee the planning and delivery of researcher development training;

10. Through the Research Degrees Sub-committee, to have oversight of matters pertaining to the academic standards and quality of the student learning experience of the University College's research degree provision, reporting to the relevant Validating University, including the academic policies, procedures and regulations governing this provision, and individual student outcomes;

11. To formally report its proceedings, recommendations and matters of concern to the Academic and refer matters to the Board's Standing Committees (and Sub-Committees) as appropriate.

MEETS
At least three times per year.

Quorum: 50%

INSTITUTIONAL RESEARCH ETHICS SUB-COMMITTEE (IREC)

MEMBERSHIP

Chair
Head of Research
(Appointment of a suitable Deputy Chair will be undertaken at the first meeting of the academic year)

Members
Co-opted members (up to three) either internal or external, as circumstances may require
Secretary (Academic Governance Administrator) (Registry) (In attendance)

TERMS OF REFERENCE
1. To receive, consider and approve applications for the ethical approval of staff and postgraduate student research in the circumstances where no independent reviewers are available at the School Research Ethics Panel level or this panel has determined to escalate the application;

2. To advise on the appropriate route for ethical approval in cases where this is outside the AECC University College;

3. To provide an ethical opinion in cases where ethical approval is considered not appropriate or necessary;

4. To consider appeals to School Research Ethics Panel decisions;

5. To formally report its proceedings to the Research and Innovation Committee.

MEETS
As necessary

SCHOOL RESEARCH ETHICS PANEL (SREP)

MEMBERSHIP

Chair
Designated school member
(Appointment of a suitable Deputy Chair will be undertaken at the first meeting of the academic year)

Members
A defined list of school member reviewers based on experience and expertise

TERMS OF REFERENCE
1. To receive, consider and approve applications for the ethical approval of school staff, undergraduate and postgraduate student research;

2. To refer to the IREC for ethical approval in cases where this is outside the remit of the school;

3. To formally report its decisions to the Research and Innovation Committee.

MEETS
As necessary dependent on school needs.

RESEARCH DEGREES SUB-COMMITTEE

MEMBERSHIP

Chair
Senior research academic, appointed by Academic Board
(Appointment of a suitable Deputy Chair will be undertaken at the first meeting of the academic year)

Members

Academic Registrar and University Secretary
Assistant Registrar (Quality Assurance)
Early Career Researcher representative
Library Representative
Doctoral Coordinator
One representative from each School (normally representatives should have current or previous experience of research and research supervision[1]
Postgraduate research student representative (unrestricted business only)[2];
The Chair of Solent University Research Degrees Committee (or nominee)[3]

The Committee Clerk will be nominated by the Academic Registrar

The Research Degrees Sub-committee reports to the Research and Innovation Committee of Academic Board.

TERMS OF REFERENCE

1. To develop, recommend, and oversee the implementation of the research degree regulations and associated policies and guidance, taking account of external good practice and regulatory requirements and the requirements of the Validating University, for these awards;

2. To recommend to the Validating University for approval postgraduate research degree student admissions and research proposals, the appointment of the supervisory team and subsequent amendment of the team where required, the annual monitoring and progression of students, suspensions and extensions of registration, the transfer of registrations, appointment of internal and external examiners, and examination arrangements;

3. On behalf of Academic Board, to receive and consider recommendations from examiners for the award of research degrees and submit recommendations to the Validating University, for these awards;

4. To monitor the effectiveness of research degree supervision and the quality of the learning experience of research students, including monitoring of completion rates and student satisfaction levels for comparison with sector norms and report to Research and Innovation Committee, Academic Board and the Validating University as required;

5. To monitor and evaluate the delivery of appropriate supervisor development and training to increase supervisory capacity;

6. To support and promote the development of a postgraduate research degree student culture and community;

7. To formally report its proceedings, recommendations and matters of concern to the Research and Innovation Committee, and refer matters to Academic Board's Standing Committees (and Sub-Committees) and to the Validating University as appropriate.

Meetings
At least three times a year.

Quoracy
50%

---

[1] Members should not themselves be registered for a PhD involving supervision through AECC University College.
[2] Student members must not take part in discussions or decisions regarding the admission, progress or award of other postgraduate research students (except where this is part of a separate process such as an appeal or academic misconduct panel)
[3] The Chair of AECC University College Research Degrees Sub-committee or nominee will be invited to attend meeting of Solent University Research Degrees Committee.

STUDENT EXPERIENCE COMMITTEE

MEMBERSHIP

Chair
Deputy Vice-Chancellor

Members
Access and Participation Manager
Course Leaders
Deputy Academic Registrar
Head of Facilities & Estates
Head of IT
Head of Learning and Teaching
Head of Marketing and Communication
Head of Practice Learning
Head of Student & Wellbeing Services (Deputy Chair)
Student representative (one) from each course as appropriate
Students' Union and Engagement Manager (Secretary to the Committee)
Students' Union President
Students' Union Vice-President of Education

Clerk
Academic Governance Administrator (In attendance)

TERMS OF REFERENCE
Working in partnership with ASU:

1. To develop and articulate the University College vision for student experience and drive a programme of student experience activity;

2. To promote and facilitate a two-way channel of communication between students and staff on matters relating to student experience and enhancement, student support services and student engagement in academic governance;

3. To lead on the implementation of student experience elements of the University College's Education Strategy;

4. To have oversight of, and to determine and approve methods and procedures for, internal student surveys and evaluations

5. To consider and respond to the outcomes of internal and external student surveys and evaluations;

6. To consider and recommend actions in response to changes in the external student experience environment;

7. To set priorities and monitor progress for student experience projects and initiatives and endorse requests for funding (where appropriate);

8. To monitor trends in student mental health and wellbeing and to promote and facilitate the development of appropriate strategy, actions and policies;

9. To consider key measures of the student experience and to lead necessary actions to improve and enhance these;

10. To assure the effectiveness of the student representation system;

11. To formally report its proceedings and recommendations to the Academic Board

MEETS

At least three times per year.
Quorum: 50%

COURSE STEERING COMMITTEE

The remit of the Course Steering Committee is, with the active engagement of student and staff members directly associated with the course, (i) to maintain the academic standards of the course, and ensuring that it operates in accordance with the approved course specification. (ii) to maintain and enhance the quality of' learning opportunities for students on the course, ensuring that issues requiring improvement are addressed, and good practice shared.

Where courses are cognate (for example where they share a large number of units and the student experience is likely to be similar) a joint Course Steering Committee may be held for those courses. The committee may therefore be responsible for a distinct course or a number of related courses.

MEMBERSHIP

Chair:
Course Lead (appointed from constituency by the Head of School where the committee covers cognate courses with separate Course Leaders) or nominee
(Appointment of a suitable Deputy Chair will be undertaken at the first CSC of the academic year (Sept orJan))

Membership:
Course Leads (where the committee covers cognate courses)
Unit Leads *(see note (ii)*
Phase Leads (*where applicable*)
Student Representatives from the course(s) *(for on-campus courses)* concerned *(as agreed with ASU)*
Library Services representative (for on-campus courses) (*to be nominated by Library Services Manager)*
In the case of courses delivered by or with partners, or including external placements, the University College Link Tutor(s) (AECC University College staff member)
For on-campus courses SU Executive member, as appointed by ASU

Course Administrator (Secretary)

Clerk:
The Secretary (for on-campus courses another member of Registry staff may clerk, but any member may act as Clerk if required).

In attendance
For on-campus courses- ASU and Engagement Manager
For courses delivered at partners- additional academic or professional support staff as defined within the partnership arrangement

TERMS OF REFERENCE
1. To be responsible for the maintenance of the academic standards of the course(s) and the quality of the student experience in accordance with University College policies and procedures, to include curriculum content, overall balance of assessment activities and the overall workload of the course, assessment deadlines and the adequacy of feedback and the adequacy of learning resources.
2. To provide a forum for dialogue between student representatives and staff relating to matters of student experience which are within the remit of the course(s);
3. To act as a forum where future plans for changing and developing units and courses can be considered with student input; to include:
4. informing and considering the annual monitoring report and monitoring progress in relation to the course action plan.
5. considering reports from external examiners, Professional, Statutory and/or Regulatory Bodies, and internal reviews, and contributing to formulating responses as appropriate*.
6. Within the terms of the Course Modification Policy:
    (i)   approving modifications delegated to the committee within the policy
    (ii)   endorsing and seeking approval from Academic Standards and Quality Committee for modifications that fall outside the above.
7. To consider feedback from students including, but not limited to National Student Survey results, outcomes of institutional student experience surveys and unit evaluations, feedback from student representatives, to take action where possible, or report or refer issues to the Student Experience Committee or others as appropriate;
8. To oversee overall patterns of retention/progression and performance on the courses(s) and constituent units.

9. To formally report its proceedings and recommendations to Academic Standards and Quality Committee, and refer matters to the Academic Board's Standing Committees as appropriate.

The committee should not discuss personal matters relating to individual students or members of staff, or focus on students' personal complaints. Concerns relating to an individual student's performance should be raised through the relevant Student Monitoring and Wellbeing Group.

* Where timing necessitates this may be done in circulation

Meets
No more than four times per year

Quorum: 50% to include at least half the student representatives*

*This may be waived if a meeting is held out of term-time after the summer assessments, but student members must be invited to participate by other means – eg written comment or participation remotely.

Note on membership

i. The above represents the core minimum membership; where appropriate the Course Steering Committee may add additional members, for example employer or profession representatives, Placement Educators, additional Student Services representatives

ii. While all unit leads and phase leads (where applicable) are members of the Course Steering Committee it may be necessary for pragmatic reasons to limit the number attending any particular meeting, so that numbers are manageable and the balance of membership does not vastly outnumber students. This will be determined by the Head of School before the start of each academic year. It is however essential that there is sufficient representation to ensure that issues relating to individual units can be heard and responded to.

iii. Where the above applies the agenda and minutes should always be circulated to all members.

iv. If the Course Leader in the Chair is unable to attend a single meeting they may themselves identify a nominee to take the chair on that occasion. If a nominee is appointed on a permanent basis this must be agreed with the Head of School.

v. Where a nominee is appointed the Course Leader remains an ex officio member, should remain involved in agreeing the agenda, as set out in the operating procedures, and must receive papers

vi. Should a member (staff or student) not be able to attend, they may nominate an alternate to attend in their place. For students this alternate should be a peer from their cohort

vii. Staff and student representatives are responsible for ensuring that students are made aware of how their feedback is acted upon after the meeting.

OPERATING PROCEDURES FOR COURSE STEERING COMMITTEES

Chair's guide
Chairs should agree the agenda for the meeting with the Clerk in advance, ensuring that the standard agenda is used, adapting as necessary. Where the committee covers more than one course the Chair should liaise with the leaders of the other courses to ensure all necessary business is covered.

Chairs are encouraged to ask staff members to use the **Course Steering Group Meeting Preparation Form (attached)** to submit thoughts and feedback in advance of the meeting.
During the meeting they should ensure that

- They Introduce everyone particularly new members to the committee and ensure new members understand the committee function and general procedures
- There are sufficient staff and students present to properly conduct the meeting;
- The minutes from the previous meeting are checked and all actions are completed or carried forward;
- All members have received all materials and had time to prepare for the meeting order to have an informed discussion of the issues raised (and if not, consider time for members to prepare)
- The meeting is conducted amicably and fairly, and that all members able to express their views freely and without unnecessary interruption;
- Issues voiced are representative of a group/cohort rather than any one individual;
- They facilitate and encourage discussion (e.g., if a level 4 student raises an issue, what do the other representatives think about it? Did the level 5/6 students encounter similar issues? How were these dealt with?);
- The agenda is fully covered within a reasonable amount of time;

- All actions are recorded in terms of what will be done, who will do it, and when the actions will be completed.

After the meeting they should ensure that
- All actions are referred to the proper persons and are followed up appropriately

Members' guide

All members should:
- Let the Secretary know in good time if they would like to put a specific item on the agenda (and consider presenting this in a written paper).
- Prepare for the meeting by reading the agenda papers and thinking about points that need to be raised, clarified or discussed, and discuss any matters that need decisions with the appropriate individuals and groups before the meeting
- Participate fully in the meeting, listening to what others have to say, contributing positively to the discussion, and providing concise comments.
- As for clarification in the meeting if they are unsure on any point
- Report back to others in their constituencies: this is particularly important in larger meetings where all unit leads may not be present
- Carry out any follow-up action required of them and provide feedback to those affected as soon as possible, rather than waiting until the next meeting (while being prepared also to report back on their progress at the next meeting.

In addition, Student Representatives should
- Seek input from their peer group prior to the meeting, so that the feedback they can provide to the meeting is not just their personal opinion, or the opinion of a vocal minority of students. This includes reading the agenda so they can consult with other students about issues that are coming up at the meeting.
- Provide feedback that is positive as well as constructively critical, (what the Course Team is doing well and should continue doing, what needs to be improved or stopped because it is not working and what it it would be good to implement).
- Raise matters that affect students on this course as a group, making sure that this committee is the right place to raise the issues, seeking guidance from the Chair or the ASU Manager in advance for guidance if they are unsure. **Matters of concern to individuals should be raised directly with the unit lead or course lead, ideally by the person having the concern).**
- Where possible, bring forward potential solutions for an issue, rather than simply raising a concern
- Consider submitting comments in writing to the Chair in advance about any issues/concerns they wish to raise at the meeting. The Chair can then forward these to the relevant people for a response and feedback at the meeting.
- After the meeting, make sure they know what decisions were made so they can tell their cohort.
- Follow up on any issues after the meeting for example gathering more student opinion around a topic or relaying information.

Minutes

The primary focus should be on clearly and accurately recording decisions and actions (the specific nature of an action, the timeframe for delivery of the action, and the person taking the action forward).
For key issues, minutes should capture a top-level **summary** of key issues discussed and the rationale for decisions (for example, if there is debate about the proposal to introduce a course modification. This need not repeat information provided in supporting papers, which can be cross-referenced (if circulated with the agenda) or appended to the minute (if tabled).

Minutes are formal documents which may be required for audit/regulatory purposes, and should be written as such, even where actions only are being recorded. Internally, minutes of CSCs form part of the Standard Monitoring Data for the annual course monitoring report and are circulated to Academic Standards and Quality Committee together with the most recent course action plan.

Copies of Agendas and minutes should be saved on the SIP by the Secretary.