

TEACHING, LEARNING AND ACADEMIC QUALITY COMMITTEE

Serviced by: *Quality and Academic Standards Unit*

Reports to: *Senate*

1. Terms of Reference

- 1.1 To be responsible for the implementation of the University's Academic Regulations, relevant Academic Strategies and Policies Framework and the timely operation of the University's Quality Cycle, providing regular reports and updates, including on relevant Key Performance Indicators.
- 1.2 To ensure the rigour and effectiveness of the University's processes and procedures for the assurance of academic standards, the quality of learning opportunities and the enhancement of learning, teaching, and the student experience for both home and collaborative provision.
- 1.3 To be responsible for formal assessment and examination outcomes including the conduct of Assessment Boards for all provision, including collaborative provision, maintaining oversight of, and developing action plans for cohort statistics and trend analysis relating to student entry, retention, withdrawal, progression, student outcome performance and destination statistics.
- 1.4 To make appropriate preparations for, and response to, external audits and professional body recognition and accreditation, including annual monitoring and related activities.
- 1.5 To discuss and promote developments in academic quality assurance, whether internally or externally driven.

- 1.6 To ensure the timely nomination for External Examiners and External Reviewers within Academic Departments and oversee the approval of appointment via the designated digital forum.
- 1.7 To receive student feedback, including external survey outcomes, at module and programme level and ensure that action plans are developed, and progress monitored.
- 1.8 To debate, review and recommend approaches to improve the quality of students' learning opportunities and their academic experience within the University, receiving reports on student feedback and making recommendations for action to the University's Executive Leadership Team and Senate.
- 1.9 To promote and disseminate inclusive good practice in Academic Practice within Academic Departments, with due regard to developments in educational technology and related staff development opportunities.
- 1.10 To monitor the level of external engagements within the University.
- 1.11 To receive updates from University-level strategic projects.
- 1.12 To advise on activities to enable the University to comply with educational gain processes and continuous enhancement in relation to the Teaching Excellence Framework.
- 1.13 To oversee the drafting, development, monitoring and effective implementation of the University's Access and Participation Plan.
- 1.14 To oversee the drafting and annual updating of the University's Degree Outcomes Statement for approval by Senate and Board.

- 1.15 To continuously develop and review the University's Learning and Teaching and Assessment policies in accordance with the University's Strategic Framework ensuring a responsive and integrated approach.
- 1.16 To ensure that the above duties are carried out with due regard to equality and diversity thereby avoiding discrimination, challenging systemic barriers that perpetuate inequalities and promoting inclusion.

2. Membership

- 2.1 The membership of the Teaching, Learning and Academic Quality Committee shall be as follows:

- Dean of Learning and Teaching (Chair)
- Chief Academic Officer (ex officio)
- Associate Deans of Faculty
- Faculty Academic Director (Student Success)
- Academic Director ALTs
- Academic Director Learning and Teaching
- Academic Director (department)
- Two representatives of the University's academic community with an interest in pedagogy
- Academic Registrar (or nominee)
- Director of Student Success Services
- Quality Assurance Manager
- Up to three representatives of the University's student community as recommended via the Academic Director of Department
- A Student Union Sabbatical Officer
- A member of the Quality and Academic Standards Unit (Secretary) (in attendance)

- 2.2 Members shall normally serve for three years. A Student Union Sabbatical Officer will normally serve for the duration of their appointment.
- 2.3 The Vice-Chancellor receives the papers for information and, where applicable, comment.
- 2.4 In the absence of the Chair, a member of the committee — who is also a member of Senate — may chair the meeting, subject to quoracy.

3. Frequency of Meetings and Conduct of Business

- 3.1 The Teaching, Learning and Academic quality Committee will normally meet five times during the Academic Year.
- 3.2 Meetings will be sequenced to provide consistency with the outputs of the Quality Cycle and all applicable Cycle of Business from relevant committees.
- 3.3 Meetings will be quorate when at least 50% of the Committee, including the Chair or Deputy Chair are in attendance.

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