

## **School/Department Academic Committee 2023-24**

### **Reports to: University Academic Committee and the Head of School/Department**

#### **The Overarching Purpose of each School/Department Academic Committee is to ensure that:**

- The academic standards of courses within the School/Department meet the requirements of the relevant national qualifications' framework. (Expectation of the Quality Code related to Standards).
- The value of qualifications awarded to students of courses within the School/Department both at the point of qualification and over time is in line with sector-recognised standards. (Expectation of the Quality Code related to Standards).
- Courses within the School/Department are well-designed, provide a high-quality academic experience for all students and enable a student's achievement to be reliably assessed. (Expectation of the Quality Code related to Quality).
- From admission through to completion, all students in the School/Department are provided with the support that they need to succeed in and benefit from higher education. (Expectation of the Quality Code related to Quality).
- Courses and the wider student experience within the School/Department are enhanced by the development of new initiatives which complement the Hope Learning, Teaching and Assessment Strategy. (Hope expectation).

There are a number of formal items which School/Dept Committees are required to provide to University Academic Committee at the appropriate points in the academic year, alongside the School/Dept Committee Minutes. These are indicated in italics below.

### **Terms of Reference**

#### **a) Course Approval and Review**

- To have oversight of design and delivery of courses within the School/Department.
- To receive recommendations for approval of courses from Schools and Departments.

*University Academic Committee to Receive:*

*Confirmation of the current full portfolio of the School/Departments courses and their status.*

*Confirmation of the progress of courses which are currently in the approval process.*

#### **b) Learning Teaching and Assessment**

- To make recommendations for appointment of External Examiners for School and Departments.
- To consider External Examiners reports from the School / Department and to commission a summary of those reports.
- To have oversight of enhancements to Learning and Teaching across School/Dept and to encourage further developments.
- To develop a School/Dept Learning, Teaching and Assessment Strategy which complements that of the University.

- To identify recommendations for amendments to the University regulations.
- To have oversight of the School/Dept peer observation process.

*University Academic Committee to Receive:*

*Recommendations for appointment of external examiners*

*Summary of issues raised in External Examiners reports*

### **c) Student Journey**

- To have an oversight of student enrolment to the portfolio of courses in the School/Dept and to make recommendations to the HOS related to admission of students to those courses.
- To ratify the School/Dept Annual review and enhancement report.

*University Academic Committee to Receive:*

*School/Dept Annual Review and Enhancement Report*

### **d) Monitoring and Evaluation**

- To review outcomes of the various vehicles of the student voice including NSS, Staff Student Liaison and Course Evaluations and to co-ordinate interventions where they are necessary.
- To keep under review School/Department data relating to retention, employability and other key determinants of the student experience and to co-ordinate interventions where they are necessary.
- To monitor and evaluate the School/Dept contribution to the Access and Participation Plan.

*University Academic Committee to Receive:*

*School/Dept NSS Action Plan*

*Updates on APP related activities*

### **e) Partnership and Placements**

- To ensure that partnerships with other organisations which are related to the teaching of students in the School/Dept are organised and monitored in an appropriate manner and that the student experience is appropriate.

## **Membership**

- Senior member of the School/Dept Team in the chair
- 2-6 Academic staff members (dependent on the size of the School/Dept)
- Student Representative

### **By invitation:**

- School/ Dept Librarian
- School/ Dept Careers/Employability contact
- University Executive Manager
- Student Voice Co-Ordinator

- Assessment Co-Ordinator
- PGT Lead
- Library Representative
- Widening Participation/APP Representative
- Marketing and Recruitment Co-Ordinator
- Partnerships & Accreditation Lead (where they exist in the School/Department)