

School/Department Academic Committee

Terms of Reference and Membership 2020-21

Reports to the University Academic Committee

The School/Department Academic Committee is the principal mechanism within each School/Department for the assurance of quality, the enhancement of learning and the setting and maintaining of academic standards. The committee has significant authority under the University's Academic Committee, but it is to the University Committee that the School/Department Committee in all cases reports. Many of its actions are advisory and its recommendations subject to University-level approval via the higher committee. However, by placing the core academic business within the heart of the School, the University entrusts to that School the development of provision in ways directly aligned to the subjects within the it and informed by review of student recruitment, experience, progression and achievement.

Overarching intentions of the Committee:

- To establish and implement the School/Dept Learning Teaching and Assessment Plan which has its roots in the University LTA plan.
- To put in place a programme for the continuous enhancement of the School's learning and teaching, and student engagement with learning.
- To oversee plans to meet University goals for the various local and published metrics including NSS scores, retention, employability, evaluations etc.
- To ensure that the University's commitments to the Quality Code is maintained in your School/Department.

In reflection of the business of the University Academic Committee, this will require discussion of the following at the relevant points in the academic year:

1. Course Approval and Review

To ensure that modifications emerging from course approval and review are undertaken as required.

2. Learning Teaching and Assessment

To keep under ongoing review the content and appropriateness of School/Dept Moodle and Online learning provision.

To support and recognise enhancement of learning and Teaching

To identify where staff development in L & T is needed

To contribute to TEF submissions for the school/dept

3. The Student Journey

To keep under review the content and appropriateness of School/Dept Information for students

To oversee School/Dept induction arrangements

To oversee School/Dept initiatives related to retention and employability.

4. Monitoring and Evaluation

To keep under review academic and other outcomes for students on all courses, with special attention to requirements of the APP.

5. Student Voice

To ensure that the School/Dept listens to and responds appropriately to the Student voice through various methods including course evaluations, staff student liaison outcomes and NSS.

6. Partnerships and Placements

To have an oversight of the experience of students on placement

To ensure that the School/Dept register of partnerships is up to date.