



EXECUTIVE SUB-COMMITTEE

EDUCATION & STUDENT EXPERIENCE COMMITTEE

TERMS OF REFERENCE

Approved by Executive Committee
15 January 2020

Education and Student Experience Committee

1. Terms of Reference

- 1.1 The Education and Student Experience Committee is responsible for the development and implementation of the University's Strategic Plan and policies **relating to** learning, teaching and assessment, student recruitment, student engagement and success, and to student support.
- 1.2 The Committee provides a forum to facilitate the development, monitoring and review of educational and educational support strategies, whether internally or externally driven.
- 1.3 The Committee promotes quality and innovation in learning, teaching and assessment, in the learning environment and in student services, in student representation and student partnerships.

2. The Remit

The remit of the Education and Student Engagement Committee is to:

- 2.1 Develop, implement and support the Learning, Teaching and Assessment Strategy in support of academic excellence; an outstanding student experience and support, and graduate employability.
- 2.2 Develop, implement and support a Student Success Strategy including approaches to enhance retention, progression and completion in line with University objectives.
- 2.3 Promote excellence and innovation in learning, teaching and assessment by fostering the development and implementation of transformative pedagogies, learning analytics, entrepreneurship and creative education, flexible learning and technology enhanced/enabled learning approaches and respective inter/national best practice.
- 2.4 Identify and support the resource, facilities and service development to deliver an outstanding student experience.
- 2.5 Oversee and support the activities of Student Affairs including the Student Health Centre, Counselling Services and Chaplaincy to meet the needs of a diversifying student body.
- 2.6 Oversee and support the activities of the Cooperative Education and Careers Division to foster work-based learning and underpin Graduate employability.
- 2.7 Ensure effective cooperation between all relevant units, divisions and faculty teams towards the development and implementation of an integrated student support delivery and respective hub (physically and virtually) to deliver an outstanding student experience.
- 2.8 Safeguard the implementation of equality, diversity, inclusion and human rights across all dimensions of learning, teaching, assessment, student engagement and student support.
- 2.9 Work in partnership with Student Life and the Postgraduate Students' Union to grow student representation and student partnerships.

- 2.10 Engage in horizon scanning to anticipate and prepare for new opportunities and likely future developments in learning, teaching and assessment as well as in student engagement and the design and delivery of student services.

3. Governance

- 3.1 The Committee will act with authority, as delegated by the Executive Committee, in order to take strategic and high-level decisions in the area of learning, teaching and assessment, student experience, success and employability as well as student support.
- 3.2 In taking forward its remit, the Committee will support equality, diversity, inclusion and human rights. It will seek consistency and common approaches, where these are in the best interests of students and staff.
- 3.3 The Committee will liaise closely with other Sub-Committees of Executive Committee, Academic Council, and other University Committees as appropriate.
- 3.4 The Committee shall liaise with relevant Governing Authority Committees and with specific faculties, divisions and offices in respect of issues or instances where matters of educational policy intersect with management issues.
- 3.5 The Committee shall identify and agree the ways in which it will interact and exchange information with faculties and relevant academic and professional support services in matters relating to educational developments.

4. Operations

- 4.1 The Committee will meet at least three times per annum. The Committee will also interact electronically as necessary for its business to be effectively progressed.
- 4.2 The Committee will follow a strategic agenda which is set prior to the start of the Academic Year and in consultation with the Executive Committee, the Chairs of the Education Committees working groups, and other relevant committees and members of the University community.
- 4.3 Sub-Committees and project bound Working Groups will take forward as relevant the detailed examination of, and consultation on, the strategic issues which make up the majority of the Committee's work.
- 4.4 Sub-Committees and Working Groups will be given a clear brief and will consult as appropriate during their work in order to ensure the confidence of the Committee, Executive Committee and other relevant University committees and the wider University Community in the resulting conclusions and recommendations.
- 4.5 Sub-Committees and Working Group activities will be made available electronically to ensure that members of the University Community are kept informed and can contribute to specific developments.
- 4.6 The Vice President Academic Affairs and Student Engagement or their nominee will be responsible for ensuring the provision of secretariat support for the Committee.

- 4.7 A quorum for a meeting of the Committee shall be one third of the total number of members, rounded up to the nearest whole number, plus one. The participation of members by tele conferencing and/or video conferencing will be counted for the purposes of a quorum. No meeting will proceed in the absence of a quorum.
- 4.8 At the start of each meeting, the Secretary to the Committee will ask members to declare any conflict of interest, perceived or otherwise, in relation to any matters on the agenda. Where such a conflict is declared, the member will absent themselves from the meeting during consideration of the agenda item. In addition, any additional documentation will not be made available to the member following the declaration of interest. These matters will be recorded in the minutes.
- 4.9 The Committee will provide its minutes to the Executive Committee and communicate and report where required to Academic Council.
- 4.10 Questions arising at any Committee meeting shall be decided by a majority of the votes of the members present, either in person or by tele conferencing and/or video conferencing. Where there is an equality of votes, the Chair shall have an extra casting vote. Dissensions and negative votes shall be summarised in the minutes in terms acceptable to the dissenting person(s) or negative voter(s).
- 4.11 The Committee will review its terms of reference on an annual basis and recommend any proposed changes to Executive Committee and Academic Council for consideration.
- 4.12 The Committee will undertake a self-evaluation process at least every three years and report on the outcome of this assessment to Executive Committee and Academic Council.

5. Composition and Membership

Position	Method of appointment
VPAASE (chair)	Ex officio
Assistant Dean Academic Affairs AHSS or nominee	Ex officio
Assistant Dean Academic Affairs EHS or nominee	Ex officio
Assistant Dean Academic Affairs KBS or nominee	Ex officio
Assistant Dean Academic Affairs S+E or nominee	Ex officio
Assistant Dean GPS or nominee	Ex officio
VP Research	Ex officio
AVP Student Engagement (Deputy Chair)	Ex officio
AVP Global Engagement or nominee	Ex officio
Representative with responsibility for education AHSS	Appointed by Dean AHSS
Representative with responsibility for education EHS	Appointed by Dean EHS
Representative with responsibility for education KBS	Appointed by Dean KBS
Representative with responsibility for education S+E	Appointed by Dean S+E
Representative Learning Technologist Forum	Appointed by Head of CTL
Head of CTL or nominee	Ex officio
Director Library or nominee	Ex officio
Director Cooperative Education and Careers Division or nominee	Ex officio
Director Student Affairs or nominee	Ex officio

Director ITD or nominee	Ex officio
Student Life (ULSL) President or nominee (sabbatical officer)	Nominated by ULSL
PSU President or nominee (sabbatical officer)	Nominated by PSU
Up to three academic members	Co-opted by the Committee itself

6. **Responsibilities and Expectations of Committee Members**

All members of the Committee:

- 6.1 Are expected to be collegial and constructive in approach.
- 6.2 Should attend regularly and participate fully in the work of the Committee, its Sub-Committees and Working Groups. This will involve looking ahead and consulting/gathering input in order to provide the broad spectrum of thoughts and opinions which are necessary for proper consideration of the area being discussed.
- 6.3 Will need to take collective and individual ownership for the Key Performance Indicators as outlined in the UL Strategic Plan and for any issues under the Committee's remit and for the discussion and resolution of these issues.
- 6.4 Are expected to be committed to communicating the work of the Committee to the wider University Community.

Approved by Executive Committee
15.01.2020