

# Education and Student Experience Committee

## Terms of Reference and Constitution

**Governance reporting line:**.....Reports to Senate. It also reports to the University Executive Board as required.

**Document owner:**.....Senate

### 1. Origin

Senate is the ultimate academic authority within the University, but it cannot be directly involved in decision making on all matters for which it is formally responsible: the range of business undertaken inevitably means that delegation of powers and responsibility to individuals and to committees is necessary. The Education and Student Experience Committee is a committee of Senate and has delegated responsibility from Senate to oversee the development, implementation and evaluation of the University Education Strategy as it relates to education and student experience.

### 2. Purpose

- To report to Senate and the University Executive Board (UEB) on matters concerning education and the student experience at both undergraduate and postgraduate levels.
- The Chair is responsible for ensuring that any equality impacts against each project/policy/process/procedure have been considered as part of the decision-making process.

### **3. Responsibilities and activity**

- To oversee the development, delivery and evaluation of the University's Education Strategy as it is related to education and student experience, including developing policy and guidelines, subject to the approval of the Senate where applicable, relevant to the successful delivery of the aims and objective of the strategy.
- To consider data relevant to all aspects of education and the student experience and outcomes.
- To receive, and respond to, regular reports from committees, subcommittees, and other groups on matters relevant to the Education and Student Experience Committee including:
  - (a) Widening participation
  - (b) Careers, employability and student enterprise
  - (c) Matters related to PGR student experience
  - (d) Student wellbeing including special considerations
  - (e) Actions taken by AQSC
  - (f) Transnational education
  - (g) Consumer protection law
  - (h) Learning spaces
- To receive minutes and respond to any reports from the Faculty Education Committees.
- To reflect on, and where necessary respond to, external bodies concerned with the delivery of education, or as part of the Office for Students' (OfS) ongoing conditions of registration.

### **4. Reporting arrangements**

- The Education and Student Experience Committee reports to Senate.
- The Education and Student Experience Committee may also report to the UEB as required.
- Between ordinary meetings of the Committee, the Committee Chair shall have power to act on behalf of the Committee on any matter requiring an immediate or early decision. Any decisions taken by the

Chair under these delegated powers shall be reported to the next meeting of the committee. Matters requiring an immediate or early decision include such items as:

- a) routine business that would not normally merit discussion at a meeting of the Committee;
  - b) matters relating to the implementation of policies that have already been approved by the Committee;
  - c) where permission is given by the Committee to finalise approval on completion of specified actions related to an item previously scrutinised at a meeting;
  - d) matters where delaying a decision would disadvantage the University or put it at risk;
  - e) in an emergency, or unforeseen circumstances, provided that such action is taken only in exceptional circumstances and, where practicable, in consultation with selected Committee members with expertise relevant to the issue
- Education and Student Experience Committee appoints Subcommittees and Working Groups to undertake some aspects of its work. These include:
    - Consumer Protection Subcommittee
    - Faculty Education Committee
    - Learning Spaces Subcommittee
    - Widening Participation Subcommittee
    - Digital Education Working Group
    - Deputy Heads of School (Education) Network
    - Senior Tutors Steering Group

## **5. Constitution**

- Chair: Vice-President (Education & Student Experience)
- President and Vice-Chancellor (or delegate)
- Senior Executive Director of Students & Infrastructure (Deputy Chair)

- Associate Vice President (Education)
- Associate Deans (Education)
- Director of the University Doctoral College
- Director of the CHEP
- Director of Careers, Employability & Student Enterprise
- Academic Registrar
- Director of Widening Participation & Social Mobility
- Head of Quality, Standards & Accreditation (QSAT)
- Director of Student & Education Services
- Director of Library Services
- Head of Education Services, iSolutions
- Two representatives from the Deputy Heads of Schools (Education) Network
- Two representatives (including Chair) Senior Tutors Network
- Students Union:
  - Vice-President of Education & Democracy
  - Postgraduate Research Faculty Officer
  - Faculty Officer
  - SUSU Head of Representation
- Officer to the Committee
- Assistant to the Officer

The Chair may co-opt additional members as necessary (including to act as chairs of subcommittees).

Members who are unable to attend may send a substitute with permission of the Chair.

## **6. Quorum and frequency**

### **6.1 Quorum**

The Education and Student Experience Committee will be quorate with one third of the membership plus one in attendance

## **6.2 Frequency of meetings**

The Education and Student Experience Committee will meet at least three times per year.

## **7. Resources**

Secretariat support is provided by Executive Assistant to the Vice President (Education and Student Experience).

## **8. Terms of Reference review**

Date of last review: .....October 2022

Date of next review: .....October 2023

## Annex 1 – Member names 2022-23

Chair: Vice-President (Education & Student Experience)	Professor Deborah Gill
President and Vice-Chancellor (or delegate)	Professor Deborah Gill (delegate)
Senior Executive Director of Students & Infrastructure (Deputy Chair)	Kieron Broadhead
Associate Vice President (Education)	Professor Anna Barney
Associate Deans (Education):  Faculty of Arts and Humanities  Faculty of Environmental and Life Sciences  Faculty of Engineering and Physical Sciences  Faculty of Medicine  Faculty of Social Sciences	Professor David Wheatley  Professor Sarah Stevenage  Professor Andrew Hector  Professor Jane Wilkinson  Professor Chris Downey
Director of the University Doctoral College	Professor Christopher Howls
Director of the CHEP	Professor Shelley Parr
Director of Careers, Employability & Student Enterprise	Katy Gordon
Academic Registrar	Claire Atkins
Director of Widening Participation & Social Mobility	Gino Graziano

Head of Quality, Standards and Accreditation (QSAT)	Susan Ponsford
Director of Student & Education Services	TBC
Director of Library Services	Anna O'Neill
Head of Education Services, iSolutions	Dave Key
Two representatives from the Deputy Heads of Schools (Education) Network	TBC Dr Jane Pritchard
Two representatives (Including Chair) from the Senior Tutors Network	Julia Kelly TBC
Students' Union: Vice-President of Education & Democracy Postgraduate Research Faculty Officer Faculty Officer SUSU Head of Representation	Emily Bastable TBC TBC TBC
Officer to the Committee	Academic Registrar or Deputy EA to VP Education & Student Experience
Assistant to the Officer	TBC