

Flexible Learning Subcommittee

Terms of Reference and Constitution

Governance reporting line:.....Reports to the Academic Quality and Standards Committee. It also reports to the Education and Student Experience Committee on issues related to the student experience.

Document owner:.....Academic Quality and Standards Committee

1. Origin

The Flexible Learning Subcommittee is a subcommittee of the Academic Quality and Standards Committee (AQSC) implemented to provide oversight of joint honours programmes, UOSM modules, free electives, and minors.

2. Purpose

- Monitor progression and student attainment on joint honours programmes.
- Organise (with SUSU) at least one open forum for joint honours students per year, providing a mechanism to escalate issues that arise.
- Oversee the extant annual monitoring process for UOSM modules, reporting to the AQSC.
- Develop process for creation and removal of UOSM modules (this might include development of qualities of UOSM modules), and for use of UOSM modules (whether for instance they can be core/compulsory modules outside of the owning School).
- Maintain the list of free elective modules.
- Develop and oversee an annual monitoring process for minors.

- 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

- Develop and oversee a framework for monitoring quality and standards for joint honours programmes.
- Develop and oversee criteria distinguishing UOSM modules from other modules; this may include a focus on innovative aspects of delivery or assessment.
- Develop and oversee the process of tagging a module as a free elective module.
- Develop and oversee framework for creation and deletion of minors.

4. Reporting arrangements

- The Flexible Learning Subcommittee reports to the AQSC.
- It also reports to the Education and Student Experience Committee on issues related to the student experience.

5. Constitution

- Chair: Nominated by VP Education
- Up to two members of academic staff from each Faculty (as nominated by Associate Dean (Education) for Faculty)
- One member of non-academic staff from each Faculty (as nominated by the Faculty Academic Registrar or Head of Taught Programme Administration)
- Two student representatives from each Faculty (nominated by the Faculty Officer)
- SUSU Joint Honours Officer
- Secretary

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 Flexible Learning Subcommittee will be quorate with one third of membership plus one in attendance.

6.2 Frequency of meetings

The Flexible Learning Subcommittee will meet at least three times per year.

7. Resources

Secretariat support is provided.

8. Terms of Reference review

Date of last review: October 2022

Date of next review: October 2023

Annex 1 – Member names 2022-23

Chair: Nominated by VP Education	Professor Jim Anderson
Up to two members of academic staff from each Faculty (as nominated by Associate Dean (Education) for Faculty)	Professor Russell Bentley Professor Tony Bird Dr Mary Morrison Professor Ranka Primorac
One member of non-academic staff from each Faculty (as nominated by the Faculty Academic Registrar or Head of Taught Programme Administration)	Diane Taylor Olivia Yarney Susan Ponsford

Two student representatives from each Faculty (nominated by the Faculty Officer)	
SUSU Joint Honours Officer	
Secretary	Clare Dillury