

# School Programmes Committee

## Terms of Reference and Constitution

**Governance reporting line:**.....Reports to Academic Quality and Standards Committee and to the Education Committee

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

### 1. Origin

The Academic Quality and Standards Committee (AQSC) is a Committee of Senate and has delegated responsibility from Senate to oversee the provision of all education delivered under the name of the University of Southampton. The School Programmes Committee was implemented to support the AQSC in carrying out its delegated responsibilities.

### 2. Purpose

- To oversee the delivery of educational programmes consistent with the University and Faculty Education strategies, ensuring implementation of the University's regulatory and quality assurance framework for taught programmes and taught parts of research programmes.
- 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 delivery of educational programmes consistent with University and Faculty Education strategies.
- To ensure implementation of the University's regulatory and quality assurance frameworks for taught programmes and taught parts of

research programmes, to assure the attainment of appropriate academic standards and described in external reference points.

- To identify areas where action needs to be taken to enhance the student learning experience.
- To report to Faculty Education Committee and Faculty Graduate School Committee on issues related to the student experience.
- To report to the University's AQSC on quality monitoring and regulatory matters for taught and taught parts of research programmes according to that committee's specified reporting schedule.
- To receive and consider updates from external review and/or accreditation of taught and taught parts of research programmes by Professional, Statutory and Regulatory Bodies.
- To receive and consider updates from Professional, Statutory and Regulatory Bodies regarding changes to accreditation requirements.
- To appoint examiners for taught programmes and taught parts of research programmes, on behalf of Senate.
- To receive and consider the reports from, and approve responses to, external examiners for taught programmes.
- To receive and consider any feedback from the External Examiners Scrutiny Group.
- To receive and consider any feedback from the Annual Monitoring Process.
- To receive and consider reports and action plans from Programme Approval or Programme Review Panels and to monitor progress via the Programme Action Plan.
- To ensure compliance with the requirements of regulatory bodies (eg Office for Students, Competitions and Markets Authority) when making authorised changes to existing modules and programmes, and when proposing new or when scrutinising and/or proposing the withdrawal of taught or taught parts of research programmes to the Faculty and AQSC.
- To receive reports from Staff Student Liaison Committees.

#### **4. Reporting arrangements**

- The School Programmes Committee reports to the AQSC.
- It also reports to the Faculty Education Committee and Faculty Graduate School Committee on issues related to the student experience.
- The Committee may set up and disband from time to time such working groups and subcommittees as it decides are required to execute its business.

#### **5. Constitution**

- Chair: Deputy Head of School (Education)
- Head of School
- Associate Dean (Education)
- Doctoral Programme Directors (programmes with taught part(s))
- Faculty Academic Registrar / Head of Taught Programme Administration
- Students' Union:
  - School (and, where applicable, Departmental) Presidents
- 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 School Programmes Committee will be quorate with one third of membership plus one in attendance.

## **6.2 Frequency of meetings**

The School Programmes Committee 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