Agenda

Meeting: Faculty Education Committee

Date and time: <enter details here>

Location (in person, online or hybrid): <enter details here>

Teams link (if applicable): <enter details here>

Papers: <insert link to central location of all relevant papers>

Circulation (members): <enter details here>

In attendance: <enter details here>

# Agenda Items:

## Welcome and apologies *(each meeting)*

To note apologies for absence.

## Minutes (each meeting)

 To approve the minutes of the previous meeting [date].

## Matters Arising *(each meeting)*

To consider any matters arising not covered elsewhere on the agenda.

## Chair’s Actions *(each meeting)*

To note Chair’s action taken since the last meeting.

## Terms of Reference and Membership *(first meeting of the academic year)*

**To note**: Terms of Reference will be as agreed by AQSC (requests for changes to be submitted to AQSC).

## Faculty Education Strategy*(each meeting (review)*

To develop, implement and monitor the Faculty Education Strategy in line with the University Education Strategy.

## Programme Approval and Review *(as available)*

**To receive and consider**: reports from Programme Approval and Review Panels in the context of strategic direction and Faculty resource allocation.

## Professional, Statutory and Regulatory Bodies *(as available)*

**To receive and consider**: the reports from external review and/or accreditation of taught and doctoral programmes by Professional, Statutory and Regulatory Bodies.

## Collaborative Provision *(as available)*

**To receive and consider:** the reports on the subject of collaborative educational activity within the Faculty.

## Feedback from Students *(as available)*

**To consider**: matters raised by and feedback from student representatives and student surveys e.g., NSS

## Boards of Examiners *(as required)*

**To receive and approve**: alternative arrangements through which an external examiner will exercise their responsibilities at the Board if they are unable to attend in exceptional circumstances.

## Approval of Awards and Progression *(as required)*

To make recommendations to the Vice-Chancellor as Chair of Senate on the advice of Boards of Examiners for the award of taught and doctoral degrees, diplomas, and certificates and to monitor the progression of students on taught and doctoral programmes.

## Academic Integrity *(when available from the Academic Integrity Network – approx. Feb/March each year)*

**To receive:** a report from the Faculty Academic Integrity Officer including an overview of cases received, the consistency of decisions made and recommendations for changes to policy and/or practice within the Faculty.

## Special Consideration *(when available)*

**To receive**: a report from the School Examination Officers including an overview of requests received, the consistency of decisions made and recommendations for changes to policy and/or practice within the Faculty.

## Academic Appeals and Student Complaints (when available from the Head of Student Complaints and Academic Appeals – approx. Feb/March each year)

To monitor the consistency of decisions made within the Faculty on Academic Appeals and Student Complaints and make recommendations for changes to policy and/or practice within the Faculty.

## School Programmes Committee Minutes *(as available)*

**To receive**: minutes from School Programmes Committees.

## Faculty Graduate School Committee Minutes *(as available)*

**To receive**: minutes from the Faculty Graduate School Committee.

**To receive** Other items on the agenda *(as required)* may include issues such as:

* To receive reports from governance committees, networks or working groups.

## Any other business *(each meeting)*

## Date, time, and venue of Next Meeting *(each meeting)*