

Membership and Terms of Reference of the Senate Education Committee

PARENT BODY: Senate

PURPOSE

Senate Education Committee (SEC) is responsible for advising and making recommendations to Senate on the enhancement of academic quality and assurance of academic standards for postgraduate taught provision (PGT) up to and including Level 7. It reviews the academic provision to ensure that standards are maintained and opportunities developed to enhance academic quality. It reviews the academic regulatory framework and its operation, progress against LSHTM Strategy and the evidence on the student experience. It ensures that equity, diversity and inclusion considerations are integrated into all aspects of the committee's business.

Postgraduate taught provision covers (a) all **award-bearing provision** including programmes and modules, credit-bearing CPD, special programmes,¹ Professional Diplomas and (b) **other PGT provision** which comprises mainly continuing professional development such as CPD Short Courses, MOOCs and Open Educational Resources.

COMPOSITION

Membership

- i. Pro Director Education (Chair)
- ii. Dean of Students and Taught Programmes (Deputy Chair)
- iii. Registrar & Director of Education Services
- iv. Chairs of Faculty Education Committees (FECs) *Where there are co-Chairs one will be designated as the member of this Committee.*

¹ Special Programmes are those non-degree-awarding programmes defined by Senate as needing more scrutiny e.g., Executive Programme for Global Health Leadership and Professional Diplomas.



- v. Up to 3 Chairs/Deputy Chairs of Boards of Examiners appointed by Senate – one from each Faculty
- vi. Up to 3 Chairs of Programme Postgraduate Taught Committees appointed by Senate – one from each Faculty
- vii. Up to 2 elected academic members of Senate
- viii. Head of Quality Enhancement
- ix. Head of Education Policy, Quality & Student Experience
- x. President of the Students' Representative Council (SRC)
- xi. Vice-President (Taught Programmes – Intensive) of the Students' Representative Council (SRC)
- xii. Vice-President (Taught Programmes – Distance Learning) of the Students' Representative Council (SRC)
- xiii. Head of Registry
- xiv. Head(s) of Faculty Education Administration
- xv. Director of the Centre for Excellence in Learning and Teaching
- xvi. Head of Strategic Education Office
- xvii. Access and Student Experience Manager
- xviii. Short Course Representative

In attendance:

- i. Other staff as required
- ii. Up to 2 co-opted external members appointed for their expertise in quality and standards
- iii. Secretary to the Committee

DELEGATED DECISIONS

- i. Approve Programme and Module Specifications for new provision;
- ii. Approve terms of reference and appoint members of Validation Panels;
- iii. Approve and oversee the arrangements for the annual and periodic review of programmes and modules;



- iv. Approve and monitor implementation of any LSHTM action plans to enhance academic quality and monitor quality assurance. Review Faculty Action Plans²;
- v. Approve and oversee the Programme and Module Evaluation procedure;
- vi. Approve membership and terms of reference of the Programme Boards of Examiners including appointing their Chairs and Deputy Chairs;
- vii. Approve the allocation of modules to Lead Programmes for moderation by the Programme Boards of Examiners;
- viii. Approve the appointment of External Examiners;
- ix. Approve a summary of LSHTM-wide issues raised in External Examiners' reports produced by the Quality and Academic Standards office, and the programmes teams responses to External Examiners' reports;
- x. Approve the terms of reference for, and appointments to Periodic Review Panels;
- xi. Consider Periodic Review reports and recommendations from the Programme and Module Review Committee;
- xii. Approve the revalidation of programmes following the report of the Periodic Review Panel and any resulting action plan;
- xiii. Approve the termination of PGT modules, and make a recommendation to Senate on the termination of Programmes.
- xiv. Review, approve and monitor new education opportunity developments;
- xv. Appoint Chairs and Panellists for PGT Academic Appeals and receive reports from the relevant Panels
- xvi. Review preparations for any external review of PGT provision. Approve and monitor any action plan following an external review;
- xvii. Determine the terms of reference of any sub-Committee or ad hoc working group including any appointments as Chair or Deputy Chair; and
- xviii. Approve a delegation framework identifying where authority delegated by Senate to the Committee is delegated. This will be reported to Senate.

Other Terms of Reference

² FPGTC approves and monitors a Faculty Action Plan which is proposed in the summary report on the Annual Programme Directors' Reviews (APDRs) from the Faculty's Taught Programme Director and covers any significant improvements required across the Faculty having considered any relevant issues from the Programme Boards of Examiners and the APDRs.



- i. Provide assurance to Senate through an annual report covering the Committee's purpose as defined above;
- ii. Review progress against LSHTM Strategy and assist in the periodic review of that Strategy;
- iii. Review the management of risks relating to LSHTM's PGT educational activities and monitor actions taken to minimise those risks;
- iv. Recommend changes to Senate regulations and related policies & key procedures in respect of the Committee's purpose (above);
- v. Review LSHTM-level summaries of the Faculty quality reports and faculty action plans prepared by the Programme and Module Review Committee;
- vi. Review for the LSHTM:
 - Number of applications, and admissions data, and targets for the following year;
 - the amount of LSHTM funding for fee waivers and studentships for Intensive and distance learning Programme students on an annual basis;
 - student progression and achievement;
 - PGT student discipline and complaints;
 - Success of new education initiatives
- vii. Assure itself through reports based on Quality & Academic Standards attending a sample of the Programme Boards of Examiners, that the process of assessment has been conducted appropriately. Recommend any changes to the regulatory framework, policies or key procedures;
- viii. Recommend the academic calendar for each year to Senate;
- ix. Review any relevant information pertaining to student feedback from Faculty Education Committees and student surveys and monitor the response to student feedback by each Faculty; and
- x. Review and promote educational developments and innovation including sector scanning for best practice;

MODE OF OPERATION

The quorum of the Senate Education Committee is 50% of members.

The presence of an SRC representative shall be a requirement for quorum, thereby ensuring that the student voice is represented in all meetings. Once SRC representatives have been appointed at the start of each academic year, the absence of such a representative shall render meetings inquorate.

Meetings shall be held at least once a term.

DELEGATIONS SCHEDULE

Decision Delegated	Authority given to
Approve any major changes ³ to existing PGT award-bearing provision	Programme and Module Review Committee (PMRC) following a review and recommendation by Faculty Education Committees (FECs) & Lead Programme Postgraduate Taught Committee
Approve any minor changes to existing PGT award-bearing provision	Faculty Education Committees (FECs) with responsibility to ensure published materials including the web reflect the correct position.
Approve changes to programme regulations for Distance Learning provision	PMRC
Approve new 'other PGT provision' and any major changes to or any discontinuation of existing other PGT provision	FEC provided there has been sign off by LSHTM Officers defined in the approved procedure
Approve minor changes to existing 'other PGT provision'	FEC with responsibility to ensure published materials including the web reflect the correct position. This needs to be done to an LSHTM timetable.
Approve and monitor implementation of the Annual Module Review and Action Plans (AMRAPs) for those Modules for which the Programme has lead responsibility after reviewing each Plan with the Module Organiser	Lead Programme Postgraduate Taught Committee
Approve and monitor implementation of the Programme Action Plan ⁴ after	Lead Programme Postgraduate Taught Committee

³ Major changes are as defined in [Chapter 3 of the LSHTM Academic Manual](#).



reviewing the Annual Programme Director's Review (APDR) which will include any proposed actions at Programme level	
Approve and monitor implementation of the Faculty Action Plan for award-bearing provision following review of a summary report on the Annual Programme Directors' Reviews (APDRs) from the Faculty's Taught Programme Director which will include any proposed actions at Faculty level	FEC but reviewed at SEC and PMRC
Approves the membership of Periodic Review & Validation Panels	PMRC

RESERVED BUSINESS

Student members of the Committees shall not be entitled to participate in the consideration of reserved areas of business. Reserved areas of business normally include any sensitive or confidential matter relating to individual identifiable members of staff or students. It shall be for the Chair to decide in any case of doubt whether a matter is a reserved area of business and that decision shall be final. Agenda and papers for, and minutes of, any meeting relating to Reserved Areas of Business shall be recorded separately and circulated only to those members of the meeting entitled to receive them. Any important general issues relating to academic quality and standards arising from reserved business will be discussed at future meetings under unreserved business.