

QUALITY & STANDARDS COMMITTEE



PARENT BODY: Senate Committee

PURPOSE

Advise the Senate (via the Senate Executive Group) on the development, maintenance and monitoring of School strategy, policy and regulations concerning the academic quality of the student experience and standards of its courses and awards.

COMPOSITION

- i. Associate Dean of Quality Management & Enhancement (Chairman)
- ii. Pro-Director Learning & Teaching (Deputy Chairman)
- iii. Taught Course Directors for EPH, ITD and PHP
- iv. Associate Deans for Technology Enhanced Learning & Teaching, for Quality Management & Enhancement and for Student Experience & Programme Support
- v. Academic Registrar
- vi. Head of Distance Education and Professional Development Office
- vii. Head of Registry
- viii. Head of Quality Enhancement
- ix. 3 members of academic staff, 1 per academic Faculty
- x. Representative from the Senate
- xi. Representative from the Student Representatives Council
- xii. External member
- xiii. Deputy Head of Quality Enhancement (Secretary)

MEMBERSHIP

Composition	Members	Term
Chair (Associate Dean for Quality Management & Enhancement)	Graham Clark, BSc PhD	<i>ex officio</i>
Pro-Director Learning & Teaching	Della Freeth, BSc PhD CertEd FHEA	<i>ex officio</i>
Taught Course Director (PHP) & Associate Dean (Student Experience & Programme Support)	Hannah Babad, BSc MSc PhD	<i>ex officio</i>
Taught Course Director (EPH) & Associate Dean (Technology-enhanced Learning & Teaching)	Craig Higgins, BSc MSc	<i>ex officio</i>
Academic Registrar	John Peck, BA MA MAUA	<i>ex officio</i>
Head of Registry	James Brown	<i>ex officio</i>
Head of Distance Education and Professional Development Office	Sue Horrill	<i>ex officio</i>
Head of Quality Enhancement	Kate Marshall	<i>ex officio</i>

Appointed academic staff members		
EPH:		<i>To 2018</i>
ITD:	Jackie Cliff, BA MSc PhD	<i>To 2017</i>
PHP:	Jennifer Gosling, MSc PhD	<i>To 2016</i>
Royal Veterinary College Representative	Adrian Boswood	<i>To 2016</i>
Senate Representative	Bayard Roberts, PhD MSc MA BA	<i>To 2017</i>
Secretary (Deputy Head of Quality Enhancement or nominee)		

TERMS OF REFERENCE

- i. To advise the Senate (via the Senate Executive Group) on the development, maintenance and monitoring of School strategy, policy and regulations concerning the academic quality of the student experience and standards of its courses and awards.
 - ii. To exercise powers delegated by the Senate relating to the monitoring of academic standards and the quality of provision of the School's taught courses. Specifically, to approve the appointment of examiners and assessors, and the allocation of modules to exam boards.
 - iii. To develop and oversee the implementation of School strategy, codes of practice and procedures relating to quality assurance and enhancement of taught courses, ensuring arrangements which comply with external audit and quality requirements as appropriate. In particular, to advise on and keep under review the School's strategy, codes of practice and procedures for:
 - a. The approval of courses and constituent components;
 - b. The review of courses and constituent components, including consideration of student evaluation;
 - c. The monitoring of student progression and achievement;
 - d. Student assessment, including the conduct of Boards of Examiners, the consideration of reports from External Examiners, the review and enhancement of assessment procedures and results, monitoring of assessment deadline extensions;
 - e. The monitoring of assessment irregularities;
 - f. The admission of students to the School, including standards of admission;
 - g. The consideration of external review or quality assessment/audit reports.
 - iv. To liaise with School committees/bodies in developing quality assurance and enhancement arrangements in relation to taught courses, and to prepare reports for such bodies as appropriate on quality matters. To advise the Senate, the Senate Executive Group or other bodies on behalf of the Senate, on matters referred to the Committee by or on behalf of the Senate.
 - v. To establish, as required, sub-committees or working groups to advise the Committee or to
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execute any of its duties.

- vi. To receive and consider reports and proposals on any of the foregoing from the School's committees, working groups or representative groups of staff or students.
- vii. To report regularly to the Senate Executive Group.

STANDING ORDERS

1. Meetings of QSC

- (i) The Committee shall normally meet four times during the academic year. It shall be the duty of the Secretary of the Committee to give at least seven days' notice of meetings and to send out agenda at least five days before the meeting.
- (ii) Additional meetings shall be called as required by the Chair or at the written request of no fewer than one third of the members, provided that the members requesting the meetings shall provide a clear statement of the matters they wish to have discussed at the meeting. The Secretary shall notify all members of the date, time and venue of any special meeting. No business shall be transacted at a special meeting except that for which it has been convened.

2. Membership

- (i) The Chair shall be the Associate Dean of Quality Management & Enhancement.
- (ii) The Deputy Chair shall be the Pro-Director Learning & Teaching, and may Chair or take Chair's Action in the absence of the Chair.
- (iii) The Deputy Head of the Quality Enhancement Team shall be Secretary to the Committee.
- (iv) *Ex officio* members shall be appointed as follows:
 - The Taught Course Directors from each academic Faculty
 - Academic Registrar
 - The Head of the Distance Education and Professional Development Office
 - The Head of Registry
 - The Head of Quality Enhancement
 - A nominee from the Senate
- (v) The Student Representatives Council will be asked to identify a student representative from the membership of the Council to sit on the Committee, usually for the term of one academic year although this can be extended in cases where a student is part-time.
- (vi) One additional member of staff shall be appointed from each academic Faculty, as follows:
 - Nominees should be put forward by the relevant Taught Course Director for each Faculty, having been identified according to a procedure endorsed by the Faculty Teaching Committee for that Faculty.
 - Appointments must be approved by the Chair.

- Appointed members should either currently hold or have recently held a role as either a Course Director, Module Organiser, Exam Board Chair, or member of Senate.
- Appointed members are not expected to represent their specific role or Faculty, but simply to bring their own experience and expertise to bear on matters being considered by the Committee.
- The nominated member from the Senate may also fulfil the role of one of the three additional members from academic Faculties.

(vii) An external member shall be appointed as follows:

- The Committee may set its own procedure for identification and selection of an external member, unless a procedure is prescribed by the Senate. The Chair shall be primarily responsible for ensuring that this is carried out. Nominations may be made by any QSC members or other School staff, and should be put forward to the Chair.
- Appointments should be approved by the Committee as a whole, but may be approved by Chair's action ahead of a meeting if deemed necessary. Once made, appointments should be reported to the Chair of Senate.
- The external member should currently hold (or have recently held) a quality-related role, either academic or professional, in another higher education institution or body within the UK. This may include other colleges of the University of London. His or her quality-related experience should fit with the terms of reference of the Committee, in a manner deemed appropriate by the Committee; experience of postgraduate and medical or health settings may be of particular value.
- The School's Conflict of Interest procedures for External Examiners should also apply to the external member.
- The external member's role should be undertaken on a voluntary basis without remuneration. Where payment of travel or subsistence costs is appropriate, this should be agreed with the Dean of Studies.

(viii) The role of external member specifically shall have the following remit:

- The external member shall have all the same rights and responsibilities as other members of the Committee, save that they cannot be deputised to act as Chair.
- The external member should provide impartial and independent advice on matters being considered by the Committee.
- Where the external member is unfamiliar with the details of specific internal matters being considered, the Chair shall be responsible for advance briefing wherever possible; and the Committee as a whole shall be responsible for ensuring clarity in discussions.
- If the external member so wishes, he/she may send a confidential report to the Director on any matter.

(ix) Periods of service as an appointed member shall operate as follows:

- Appointed members (including the external member) shall normally be appointed for a period of three years and shall be eligible for re-appointment, except that members will not normally serve for more than two consecutive terms of three years.
- Periods of office of appointed members shall commence on 1 September, save that any member appointed or elected to fill a casual vacancy shall be a member only for the unexpired portion of the period of appointment or election of the member replaced, but any such period shall be disregarded in determining that member's eligibility for further appointment or election.

- Where possible, periods of service should be scheduled so that one new appointed member joins the committee and one steps down each year. Membership should be considered annually by QSC, normally at the summer meeting.

(x) The Committee shall be deemed to be quorate when a majority of members, including *ex officio* members, are present.

Ex officio members shall cease to be members on vacation of the relevant office. Appointed members shall cease to be members if they provide formal notice of resignation to the Chair.

3. Order and Conduct of Business

(i) Any proposal or recommendation which appears on the Agenda or in a report submitted to the meeting shall be put to the meeting for resolution.

(ii) No proposal or motion proposed during the course of a meeting shall be put to the meeting for resolution without the approval of the Chair.

(iii) If the Chair determines that voting is required this shall be by show of hands of those present. The votes of the majority shall decide. When equal numbers of votes are cast, the Chair shall have a casting vote. If a count takes place, the number of votes cast shall be recorded in the minutes of the meeting.

(iv) Minutes of every meeting shall be kept by the Secretary or their delegated representative, who shall be responsible for retaining all minutes and papers for archive.

Above terms of reference as approved by Senate, 12 May 2010

Minor updates (Formatting and job titles) made October 2011

Minor updates (formatting, clarification and job titles) made October 2014

Minor updates (formatting, clarification and job titles) made October 2015