

Education Committee

Scope: All strategic and policy-related matters concerning the development and delivery of the University's educational programmes

(a) Terms of Reference

1. To act as a proactive body for all strategic and policy matters relating to education, including learning, teaching, assessment and the student experience;
2. To oversee the development and implementation of the University's education strategy ;
3. To advise, as appropriate, University Executive Committee and Senate regarding the approval and revision of University policy in relation to education, including formulation of new policies, regulations and initiatives in learning, teaching and assessment;
4. To monitor strategic initiatives relating to curriculum development and innovation;
5. To oversee the University's engagement with the educational aspects of the student voice processes by working in partnership with the Student Voice Committee;
6. To receive relevant reports, data and associated responses relating to education and student experience, including Annual Programme Review (APR) reports and the external examining overview report, and to make recommendations for appropriate action;
7. To approve nominations for external examiners on the recommendation of the Quality and Academic Standards Sub-Committee, which is granted via delegated authority from Council with oversight from Senate;
8. To consider annually the education implications of the casework report on student complaints, appeals, academic misconduct, fitness to practice and disciplinary action;
9. To oversee the work of its sub-committees and recommend items, where appropriate, for approval to Senate.

(b) Constitution (18 members)

- Pro Vice-Chancellor (Education) (in the Chair)
- *Deputy Chair:* Director of the Keele Institute for Innovation & Teaching Excellence (KIITE) and Dean of Education
- Executive Deans (3x) (ex officio)
- Chief Information Officer and University Librarian
- Chair of Quality and Academic Standards Sub-Committee (ex officio)*
- Chair of Education Policy Sub-Committee (ex officio)*
- Chair of Teaching Excellence and Student Outcomes Sub-Committee (ex officio)*
- Chair of Collaborative Provision and Partnerships Sub-Committee (ex officio)*
- Chair of Student Access and Advancement Sub-Committee (ex officio)*
- Deans of Education (3x)
- Academic Registrar
- Education Officer (Students' Union)
- President of the KPA or nominee
- Head of Academic Quality and Student Conduct
- Director of the Foundation Year
- Director for Employability and Employer Engagement
- Head of Digital Education
- Academic Lead for Decolonising the Curriculum
- Director of Student Support and Success (*co-opted*)
- Professor of Sustainability in Higher Education (*co-opted*)

Secretary: Quality Assurance Manager

*(*unless already a member)*

(c) Sub-committees

Faculty Education Committees

Quality and Academic Standards Sub-Committee

Teaching Excellence and Student Outcomes Sub-Committee

Collaborative Provision and Partnerships Sub-Committee

Education Policy Sub-Committee

Student Access and Advancement Sub-Committee

(d) Principal management information needs

External Examining overview report

Annual Programme Review reports

Annual reports on Student Voice, Keele Excellence Awards and Student Casework

Data reports on education and student experience matters

(e) Frequency and timing of meetings

Monthly

(f) Quorum

In terms of quoracy there must be no less than 40% of the voting membership present at each meeting.

(g) Chair's action

Between ordinary meetings the committee has the power to take decisions by correspondence if a decision is required between meetings. The Chair shall have the authority to act on behalf of the committee on any matter requiring a decision prior to the next scheduled meeting where the business does not merit, in the view of the Chair, the convening of a special meeting. Any action taken by the Chair on behalf of the committee shall be reported as Chair's Action to the next meeting. Prior to taking Chair's Action the Chair should consider whether it is appropriate to discuss the matter with other members of the committee or to circulate details electronically to give members the opportunity to comment on the proposals.