

FACULTY EDUCATION COMMITTEE (FEC) (Reports to the Education Committee)

Scope: Learning and teaching, enhancement of programmes of study and the student experience delivered in the faculty.

(a) Terms of reference

To make recommendations to the Quality and Academic Standards Sub-Committee on:

1. Proposals for new taught programmes of study for which the committee has responsibility under the programme approval process, and withdrawal and suspensions in relation to taught programmes within the Faculty

To be responsible for, and report to the University Education Committee on:

2. Developing the faculty's learning and teaching in line with the University's education strategy and promoting and monitoring the implementation across the faculty
3. Contributing to the consultation process on new or revised policies relating to education, and monitoring faculty engagement with existing policies and procedures
4. Receiving updates on external developments in the areas of education, as well as quality assurance and enhancement
5. * Approving major revisions to existing taught programmes of study and their programme specifications based on the advice of the relevant school education committee (SEC), and external advice where appropriate
6. * Approving new taught modules for existing programmes of study based on the advice of the relevant SEC and external advice where appropriate[†]
7. Overseeing the approval by SECs of revisions to existing modules^{††}
8. Receiving external examiners' reports on taught programmes of study and school responses to them along with the University overview report
9. Maintaining and enhancing the sharing of good practice and promoting innovation within the faculty
10. Scrutinising school annual programme review reports with a view to identifying issues requiring escalation
11. Receiving internal quality audit (IQA) reports on schools in the faculty
12. Considering the minutes of SECs and ensuring that issues of institutional relevance are re-directed where appropriate for further consideration
13. Receiving written updates from officers from the Keele Students' Union and the Keele Postgraduate Association on student voice matters
14. Receiving written updates from officers in attendance representing areas such as the Keele Institute of Innovation and Teaching Excellence (KIITE) and faculty working groups
15. The promotion of equality and diversity and ensuring equality of opportunity in the way it conducts itself and in the transaction of its business

(b) Delegated powers

The FECs have been delegated authority to take action under items 5 and 6 (*starred).

(c) Constitution

Dean of Education (in the Chair)

Executive Dean of the Faculty (ex officio)

1 representative from each school within the faculty

1 representative from the Foundation Year Centre

1 representative from the Language Centre (for the Humanities and Social Sciences FEC only)
Education Officer of the KeeleSU or nominee (ex-officio)
President of the KPA or nominee (ex-officio)

In attendance

Head of Faculty Operations (ex officio)
Quality Assurance Link Officer (ex officio)
Director of KIITE or nominee (ex officio)

Secretary: Academic Registry

(d) Sub-committees

SECs

(NB: The Foundation Year Centre Education Committee reports to Natural Sciences FEC)

Others as specified by the Committee

(e) Principal management information needs

School annual programme review action plans
External examiner reports and school responses
IQA reports
SEC minutes
Module proposal forms
Module amendments approved by SECs
Programme specifications
And others as required by the Committee

(f) Frequency and timing of meetings

A minimum of six meetings per academic year

(g) Quorum

In terms of quoracy there must be four full committee members present at each meeting.

(h) Chair's action

Between ordinary meetings of FEC 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 of the FEC. 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.

(i) Additional information regarding the Foundation Year Centre

†Although the Foundation Year Centre is situated within the Faculty of Natural Sciences, the scrutiny and approval of foundation-level Humanities and Social Sciences and also Medicine and Health Sciences-related module proposals will occur at the most relevant FEC.

†† The oversight of foundation-level Humanities and Social Sciences and also Medicine and Health Sciences-related module revisions will occur at the most relevant FEC.