

### **Quality and Academic Standards Sub-Committee (QAS) (six meetings per year)**

*Scope:* the Quality and Academic Standards Sub-Committee (QAS) is responsible for the oversight and enhancement of the quality and standards of the University's academic provision. The Committee will ensure that all quality management processes operating at university, faculty, or school level maximise their potential of further enhancing academic programmes and the student experience. The Committee will ensure that the University has a rigorous and responsive quality assurance framework in place which is fully informed by external expectations, including those from the Office for Students (OfS), the QAA, and professional bodies. The Committee will have regard for the promotion of equality and diversity and will ensure equality of opportunity in the way it conducts itself and in the transaction of its business.

#### **(a) Terms of Reference**

1. On behalf of the Education Committee, to note and provide Chair's sign-off to proposals, supported by the Standing Validation Panel, to establish programmes of study, ensuring that all decisions are reported to Education Committee and Senate, and make recommendations to Senate to discontinue programmes of study;
2. To develop and advise the Senate on the implementation of policies and procedures relating to quality and standards and to refer to other committees of the Senate, UEC or office holders matters relating to their remit;
3. To monitor and advise the Education Committee on implications of publications from external bodies, including the Quality Assurance Agency (QAA), the Office for Students (OfS) and PSRBs, concerning academic quality and standards issues and to co-ordinate a University-level response where required;
4. To oversee the University's quality management mechanisms and approve any deviations from standard processes;
5. To monitor academic standards and the quality of taught provision through receipt and consideration of periodic review and IQA reports; programme validation; School Annual Programme Review action plans; external examining and related action plans;
6. To scrutinise nominations for external examiners and recommend appointments and extensions to Education Committee;
7. To monitor higher and degree apprenticeship provision via reports from the Apprenticeship Management Group;
8. To advise the Education Committee regarding areas of emerging academic risk and to recommend appropriate remedial action where appropriate;
9. To assess the effectiveness and integrity of quality assurance processes devolved to Schools and Faculties and advise remedial action where shortfalls are identified;
10. To report annually on the effectiveness of quality and standards pertaining to the committee's remit.

#### **Membership, Powers and Procedures**

#### **(b) Constitution (12 members)**

- Dean of Education for Medicine and Health Sciences (in the Chair)
- 1 Dean of Education (Deputy Chair)
- 1 School Director of Education per Faculty
- 2 members of academic or professional services staff (at least one academic)
- 3 senior members of academic staff (one per Faculty)
- Head of Academic Quality and Student Conduct
- At least one officer of KeeleSU and/or the KPA
- *In attendance:* Quality Assurance Manager

Secretary: Validation and Review Officer

(c) Sub-committees

Standing Validation Panel  
Apprenticeship Management Group

(d) Principal management information needs

- External examiner nomination and extension forms
- Professional, Statutory & Regulatory Bodies (PSRB) reports
- Other external quality audit reports
- QAA Publications relating to the UK Quality Code for Higher Education
- Internal Quality Audit (IQA) and enhancement reports
- Summary/Overview Reports relating to external examiners, Annual Programme Review and other quality processes
- Annual schedule of programme approval, IQA and collaborative provision events
- School Annual Programme Review Action plans

(e) Frequency and timing of meetings

Normally six times per annum

(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

Chair's action will be used as a matter of course in respect of point a.1 under the Terms of Reference. Other than this duty, between ordinary meetings the committee has the power to take decisions via electronic circulation 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.