

School Education Committee (SEC)

Scope: Oversight of matters related to the development and delivery of learning teaching, assessment and enhancement of programmes of study and the student experience delivered in the school.

(a) Terms of Reference

To make recommendations to the Faculty Education Committee (FEC) on:

1. Proposals for new modules developed by the school; ¶
2. Proposals for the approval of withdrawals, suspensions and revisions to existing taught programmes of study within the school.

To be responsible for, and report to FEC on:

3. Ensuring the school's learning, teaching and assessment is developed and delivered in line with the University's Education Strategy and promoting and monitoring the implementation of initiatives linked to the Education Strategy across the school;
4. To receive policies, frameworks, guidance, codes of practice and procedures relating to education, quality and standards that are under consultation, ensuring effective dialogue with school stakeholders and providing feedback to FEC and/or Education Policy Group on behalf of the school;
5. Monitoring and ensuring school compliance with existing policies, frameworks, guidance, codes of practice and procedures;
6. Receiving and considering updates on internal and external developments in the areas of education, student experience, quality assurance and enhancement;
7. School and programme level responses to student survey outcomes;
8. Approving revisions to existing modules;
9. Considering external examiner reports on taught programmes of study and approving school responses to them, identifying any issues or themes that require action, escalating matters that require support from outside the school to FEC or FEG;
10. Maintaining and enhancing the sharing of good practice in relation to teaching, learning and assessment and promoting a culture of enhancement and innovation within the school;
11. Scrutinising Annual Programme Review reports, identifying any issues or themes that require action, escalating matters that require support from outside the school to FEC; and maintaining an ongoing review of action plans;
12. Approving module review reports, following module review meetings;

13. To oversee development and delivery of the School's annual plan for peer review of teaching, considering any key themes arising from the process and reporting on compliance to FEC annually;
14. Overseeing preparation for reapproval and monitoring and implementing the school's reapproval action plan;
15. Receiving reports from the Student Staff Voice Committee(s) and programme committees, and considering issues raised as appropriate;
16. The promotion of equality and diversity and ensuring equality of opportunity in the way it conducts itself and in the transaction of its business.

Membership, powers & procedures

(b) Constitution

- School Director(s) of Education
- Head of School (ex officio)
- School Engagement and Retention Lead - SERL
- Representative from each programme (cluster), typically programme directors
- 1 undergraduate student voice representative
- 1 postgraduate taught student voice representative
- Members of school staff co-opted by the chair

Secretary: Faculty PSS team

In attendance

- Senior administrator
- NB: Academic Conduct Officers should not attend but should be kept informed as a key reporting line

(c) Delegated powers

- SECs have been delegated authority to take action under items a.8 and a.9

(d) Sub-committees

As specified by the committee

(e) Principal management information needs

- Annual Programme Review reports
- External examiner reports and school responses
- Reapproval outcomes
- Student Engagement and Retention Lead reports
- Module review reports

- Module proposal and revision forms
- Programme specifications
- Reapproval documentation
- Learning, Teaching & Assessment Statements
- Academic Mentor reports
- Peer reflection reports
- Student Staff Voice Committee reports
- Others documentation as required by the Committee

(f) Frequency and timing of meetings

A minimum of four meetings per academic year.

(g) Reporting Requirements

- The Committee will provide verbal and/or written reports to Faculty Education Committee upon request, no less than once per year.
- Minutes of each meeting will be reported to Faculty Education Committee

(h) Quorum

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

(i) Chair's action

Between ordinary meetings of SEC, 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 SEC. 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. Module revisions and responses to external examiner reports cannot be approved by chair's action.

Note: the nomenclature used in these terms of reference should be adapted for use by the Language Centre and Foundation Year Centre (FYC) as applicable.

¶ New foundation-level modules proposed by schools should be developed in consultation with the FYC. Subject modules proposed by the FYC should be developed in consultation with the relevant school.

¶¶ Foundation-level modules delivered by schools should be revised in consultation with the FYC. Subject modules delivered by the FYC should be revised in consultation with the relevant school.