

Extract from the AQSM (last approved Senate 2008)

School committees¹

At the level of the School the following committees all have primary responsibilities within the University's quality assurance framework:

Programme Committee

Every programme for which a School is responsible must come under the auspices of a Programme Committee. One committee may, if appropriate, take responsibility for more than one Programme.

Core responsibilities

- to manage the running and development of the programme(s), this to include appropriate decisions and recommendations on programme and module development and approval, marketing and recruitment, and student progression, retention and achievement
- to ensure the maintenance and enhancement of quality and standards in the programme(s) for which it is responsible, including the consideration of module reports
- to facilitate and contribute to the annual programme review
- to facilitate and contribute to the long-term programme review
- to report to the School's Learning and Teaching Committee or its equivalent on matters relevant to the management of the programme(s).

Core Membership

- all full-time Keele staff engaged in teaching the programme(s)
- all other staff involved in teaching and/or assessing the programme(s)
- at least one student representative of each programme.

School Learning and Teaching Committee

Core responsibilities

- to implement the University Learning and Teaching Strategy within the School, and to review and develop the School's own learning and teaching strategy/action plan, and School quality assurance policies and procedures
- to have general oversight over quality and standards in the School
- to oversee and respond as appropriate to decisions and recommendations from programme committees
- to receive and consider annual and long-term review reports from programme committees
- to receive and consider reports on student evaluation of modules
- to receive and consider results from the National Student Survey

¹ For FLTC and other Committees of Senate see Regulation 17

<http://www.keele.ac.uk/regulations/regulation17/>

- to receive reports from the Staff-Student Liaison Committee(s) and report proposed action to it
- to receive and consider reports from meetings of the Faculty Learning and Teaching Committee
- to receive and consider reports from the School's Senior Tutor, library and careers liaison officers.

Core Membership

- the Head of School (Chair)
- the School Director of Learning and Teaching
- the Director of Postgraduate Studies
- programme directors for each undergraduate programme and taught postgraduate programme for which the School is responsible
- Senior Tutor
- at least one undergraduate and one taught postgraduate student representative, nominated by the relevant Staff-Student Liaison Committees.

Staff Student Liaison Committee

Staff Student Liaison Committees must be formed in accordance to University guidance on Staff Student Liaison Committees.

Core responsibilities

- to discuss matters raised by students, and matters on which the School wishes to seek student views
- to consider the outcome of student evaluation of programmes and modules, and the School's response to it
- to advise the School on proposals for new programmes, and changes to existing programmes
- to report the views of students to the School Learning and Teaching Committee, and receive reports from it on the School's proposed response.

Core Membership

- representatives of the academic staff of the School, whose number shall not exceed the number of student members
- at least two elected representatives of each student cohort of all programmes offered
- representatives of students from programmes outside the School as necessary, which may be by co-option
- the Students' Union Vice-President for Education and Welfare and the deputy director of quality assurance responsible for liaison with the Students' Union, both of whom reserve the right to attend any Staff- Student Liaison Committee meeting.

While the above constitutes the core membership, Staff-Student Liaison Committee meetings are not closed, and any student who is studying on the programmes in question may attend.

Conduct of Meetings

The Staff-Student Liaison Committees must:

- meet at least once a semester; additional meetings may be held by agreement, and must be held if requested in writing by at least three members or 25 students or half of a single cohort, whichever is the smaller
- be chaired by a student representative (unless no student representative wishes to be appointed chair)
- be minuted by a minute taker provided by the School, and the minutes published in a form accessible to all students
- agree action in response to issues raised and receive reports on action taken.

School Meeting

Core responsibilities

- to have the final responsibility for the conduct of the School's programmes
- to implement, review and develop the School's staff development strategy
- to direct and coordinate the School's activity in widening participation
- to receive reports from all School committees
- to undertake such other functions as the School or Head of School may decide.

Core Membership

- the Head of School (Chair)
- all full-time and part time academic members of the School
- members of the School support staff.