

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 and the student experience;
2. To oversee the development and review of the University's Education Strategy for approval by Senate and to be responsible for overseeing the implementation of the 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 oversee the work of the Keele Institute for Innovation and Teaching Excellence (KIITE) in support of teaching, learning and assessment innovation and employability;
7. To approve nominations for external examiners on the recommendation of the Quality and Academic Standards Sub-Committee, which is granted on behalf of Council via delegated authority 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 receive reports from the Pro Vice-Chancellor (Students) relating to the wider student experience provided by the University to all students enrolled on its programmes;
10. To oversee the work of its sub-committees and recommend items, where appropriate, for approval to Senate.

Membership, Powers and Procedures

(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
- Pro Vice-Chancellor (Students) (ex officio)
- Executive Deans (3x) (ex officio)
- Chief Information Officer Chair of Quality and Academic Standards Sub-Committee (ex officio)*
- Chair of Education Policy Sub-Committee (ex officio)*
- Chair of Teaching Excellence Sub-Committee (ex officio)*
- Chair of Collaborative Provision and Partnerships Sub-Committee (ex officio)*
- Chair of Student Access and Advancement Sub-Committee (ex officio)*
- Chair of Student Experience Sub-Committee (ex officio)*
- Deans of Education (3x)

- Academic Registrar and Director of Student and Academic Services
- Head of Academic Quality and Student Conduct
- Director of the Foundation Year
- Director for Employability and Employer Engagement
- At least one officer of KeeleSU and/or the KPA

In attendance:

- University Librarian

Secretary: Quality Assurance Manager

** if not already a member of the Committee*

(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
 Student Experience Sub-Committee

(d) Principal management information needs

Education Action Plan updates
 External Examining overview report
 Annual Programme Review Summary Report
 Annual reports on Student Voice, Keele Excellence Awards and Student Casework

(e) Frequency and timing of meetings

Fortnightly

(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.