

Faculty Education Committee (FEC)

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 faculty.

(a) Terms of Reference

1. To make recommendations to the Quality and Academic Standards Sub-Committee (QASEP-SC) and Student Recruitment & Admissions Group (SRAG) on proposals to withdraw or suspend taught programmes of study within the Faculty;
2. To ensure the Faculty'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 Faculty;
3. To receive policies, frameworks, guidance, codes of practice and procedures relating to education, quality and standards that are under consultation, ensuring effective dialogue with faculty stakeholders and providing feedback to Education Policy Group on behalf of the faculty;
4. Monitoring and ensuring faculty-wide compliance with existing policies, frameworks, guidance, codes of practice and procedures related to teaching, learning and assessment;
5. To coordinate Faculty responses to student survey outcomes, monitoring delivery of related action plans;
6. Receiving and considering updates on internal and external developments in the areas of education, student experience, quality assurance and enhancement;
7. Approving major revisions to existing taught programmes of study and their programme specifications (with the exception of new award titles or pathways, which are reviews by FEC but require approval from SRAG) based on the advice of the relevant school education committee (SEC), and external advice where appropriate;
8. Approving new taught modules for existing programmes of study based on the advice of the relevant SEC and external advice where appropriate†
9. Overseeing the approval by SECs of revisions to existing modules††
10. Receiving and considering external examiners' reports on taught programmes of study and school responses to them, along with the University overview report;
11. Receiving annual school reports on peer reflection, identifying actions to address compliance issues and considering any key themes arising from the process that have been flagged by schools, escalating, if required, to Education Committee;
12. Maintaining and enhancing sharing of good practice in relation to teaching, learning and assessment and promoting a culture of enhancement within the faculty;
13. Considering the minutes of SECs and ensuring that issues of faculty relevance are considered and responded to and matters of institutional relevance are re-directed where appropriate for further consideration;
14. Receiving updates from officers from the Keele Students' Union and the Keele Postgraduate Association on student voice matters and considering any actions required to address any issues highlighted, providing a bi-annual report to Education Committee on operation of SVC within the

Faculty;

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

Membership, powers & procedures

(b) Constitution

- Dean of Education (Chair)*
- Executive Dean of the Faculty (ex officio)
- Faculty Lead for Quality Assurance & Enhancement
- 1 representative from each School within the Faculty (normally the Head of School or Director of Education)
- 1 representative from the Foundation Year
- 1 representative from the Language Centre (for the Humanities and Social Sciences FEC only)
- Education Officer, KeeleSU or nominee (ex-officio)
- President, KPA or nominee (ex-officio)

Secretary: Quality Assurance

In attendance

- Head of Faculty Operations (ex officio)
- Faculty Operations Manager (ex officio)
- Quality Assurance Link Officer (ex officio)
- Director of KIITE or nominee (ex officio)
- Student Experience & Support Manager (ex officio)

*Or a nominee nominated by the Chair or Chair of Education Committee

(c) Delegated powers

- The FECs have been delegated authority to take action under items a.7 and a.8 (starred)
- Within the Faculty of Humanities & Social Sciences, items a.4, a.5, a.6, a.9, and a.11 have been delegated by FEC to the Faculty QA & Enhancement Committee (FQEC)

(d) Sub-committees

- School Education Committees (SECs)
- Faculty QA & Enhancement Committee (FQEC) – Humanities & Social Sciences
- The Foundation Year Education Committee reports to Natural Sciences Faculty Education Committee
- Others as specified by the Committee

(e) Principal management information needs

- Proposals to withdraw or suspend taught programmes
- Annual Programme Review reports
- External examiner reports and school responses
- Module proposal forms

- Module amendments approved by SECs
- Programme Modification Forms & Programme specifications
- SEC minutes
- Revalidation outcomes
- Student module feedback summary report
- Student voice reports
- Validation outcomes
- Other documentation as required by the Committee

(f) Frequency and timing of meetings

A minimum of six meetings per academic year

(g) Reporting Requirements

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

(h) Quorum

In terms of quoracy there must be four full committee members present at each meeting. If the Chair is unavailable, a nominee will be identified (either by the Chair of this committee or the Chair of Education Committee) from the group membership.

(i) 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.

(j) Additional information regarding the Foundation Year

†Although the Foundation Year is situated within the Faculty of Natural Sciences, the scrutiny and approval of foundation-level Humanities and Social Sciences and 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.