

## Quality, Academic Standards and Education Policy Sub-Committee (QASEP-SC)

[\[Link to current ToR – 2022-23\]](#)

*Scope:* Under delegated authority from Education Committee, the Quality, Academic Standards and Education Policy Sub-Committee (QASEP-SC) is responsible for the oversight and enhancement of the quality and standards of the University's academic provision, and to oversee the development and maintenance of Keele's Education-related policies, codes of practice, frameworks, guidance and procedures. 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.

### (a) Terms of Reference

1. \* On behalf of the Education Committee, to note and provide Chair's approval to proposals, supported by the Standing Validation Panel, to establish programmes of study, ensuring that all decisions are reported to Education Committee and make recommendations to Education Committee to discontinue programmes of study, taking particular account of any quality issues such as teach out arrangements;
2. To oversee the development of all Education-related policies, codes of practice, frameworks, guidance and procedures, ensuring that sponsor(s) are kept informed of progress; consultation is carried out effectively; implementation is planned; and timescales for development are met;
3. To provide regular updates to Education Committee on policies, codes of practice, frameworks, guidance and procedures in development or under review;
4. To scrutinise new or revised education-related policies, codes of practice, frameworks, guidance and procedures that have been developed or reviewed for formal approval by Education Committee; and to consider the impact of implementation of any changes on all student groups;
5. To oversee the University Education Policy list, alerting Education Committee to policies which require review in sufficient time to enable that review to take place;
6. To consider the impact of implementation of any proposed new / revised academic-related policies, codes of practice, frameworks, procedures and regulations on all student groups including postgraduate students and advise Education Committee accordingly;
7. 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;
8. To oversee the University's quality management mechanisms and approve any deviations from standard processes;
9. To monitor academic standards and the quality of taught provision through receipt and consideration of Focussed Review and Revalidation outcomes; programme validation; external examining reports and related action plans;
10. To scrutinise nominations for external examiners, independent assessors and external assessors for End Point Assessment and recommend external examiner appointments and extensions to Education Committee;

11. To receive reports from the Apprenticeship Management Group on quality issues relating to apprenticeship provision, including preparations for Ofsted inspection.
12. To advise the Education Committee regarding areas of emerging academic risk and to recommend appropriate remedial action where appropriate;
13. To assess the effectiveness and integrity of quality assurance processes devolved to Schools and Faculties and advise remedial action where shortfalls are identified;
14. To report annually on the effectiveness of quality and standards pertaining to the committee's remit.
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

\* The Chair has the delegated authority to take action on items starred (\*) above.

### **Membership, powers & procedures**

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

- Dean of Education for Humanities and Social Sciences (Chair)+
- Dean of Education for Natural Sciences
- Dean of Education for Medicine and Health Sciences
- Faculty Lead for Quality Assurance & Enhancement (Humanities & Social Sciences)
- Dean of Academic Enhancement
- Deputy Academic Registrar
- Education Officer (Students' Union)
- President of the KPA or nominee
- 1 School Director of Education per Faculty
- 3 members of academic staff (one per Faculty)
- One member of professional services staff (appointed based on expressions of interest)

Secretary: Quality Assurance

*In attendance:*

- Head of Quality Assurance

+ Or a nominee appointed by the Chair or the Chair of Education Committee

#### *(c) Sub-committees*

Standing Validation Panel

Apprenticeship Management Group

#### *(d) Principal management information needs*

- University Education-related Policy List
- 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

- Focussed Review and Revalidation outcomes
- Overview Reports relating to external examining and validation
- Annual schedule of programme approval and revalidation events
- Others documentation as required by the Committee

(e) Frequency and timing of meetings

Normally six times per annum

(f) Reporting Requirements

- The Sub-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

(g) Quorum

In terms of quoracy there must be no less than 40% of the voting membership present at each meeting.

(h) Chair's action

If an urgent decision of the Committee is required between meetings, a decision can be taken either by correspondence or by Chair's Action.

Decisions by correspondence will be conducted via the electronic circulation of paperwork to all members. Decisions will be made when a minimum 40% of the membership have responded to the correspondence. The Secretary will keep a record of all decisions made by correspondence and report them to the subsequent meeting of the Committee.

The Chair shall also 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 and the nature of the business is sufficiently routine, or in exceptional cases, there is insufficient time available to take a decision by correspondence. Any action taken by the Chair on behalf of the Committee shall be reported by the Secretary to the subsequent meeting.