

Academic Standards & Quality Committee

REMIT

Responsibility for maintaining and assuring standards and quality of higher education courses in the college

PURPOSE

The Academic Standards & Quality Committee will be responsible to Academic Board for:

1. The development, review and implementation of the higher education quality assurance framework and associated policies and procedures taking account of external expectations regarding quality assurance including the UK Quality Code for HE.
2. The consideration of an annual monitoring report for each taught programme, ensuring that actions are effectively implemented and consideration given to common issues.
3. The consideration of outcomes from periodic subject reviews, ensuring that actions are effectively implemented.
4. The preparation of an annual HE Report to Academic Board on the management of academic quality and standards to taught provision, identifying any institutional matters for consideration and resolution.
5. The preparations for external reviews, the consideration of outcomes and monitoring the implementation of any recommendations.
6. The oversight of the Publications Policy, monitoring its effectiveness and identifying any institutional matters for consideration and resolution.
7. The consideration of external examiner reports, ensuring that actions are effectively implemented.
8. The oversight of the academic complaints and appeals processes for students and their outcomes.
9. The oversight of course committees.
10. The dissemination of good practice in the management of quality and standards.
11. The consideration and approval of proposals for the development of new HE courses.
12. The oversight of the HE admissions and registry processes.

MEMBERSHIP

The Academic Standards & Quality Committee (ASQC) will be chaired and convened by the Head of Higher Education

Membership of the ASQC will include:

Title	Name
Head of Higher Education (Chair)	Ian Coleman
HE Manager	TBC
HE Subject Leads	TBC
HE Course Managers	Claire Mitchell, Bozena Zaleska, Alex Hawkins, Harriet Martin, Jon Meyler, Sami Alshafie
Quality Improvement & Standards Manager	Neil Challinor
HE Learning Support Coordinator	Caroline Caplin
Professional Development Coordinator	Shaun Daly
Student Services Coordinator (HE Admissions)	Karen Shortland
Library Services Manager	Karen Kelly
Two Lead Student Representatives elected by the HE Forum	TBC
Minute Secretary (HE Administration Coordinator)	TBC

The agenda and minutes will be copied for information to the Senior Management Team.

WORKING PATTERNS

- Meetings will be held approximately monthly, with dates and times agreed at the start of each year.
- Agendas and relevant papers to be circulated one week in advance of the meeting
- Participants will be given the opportunity to contribute to the agenda
- Members take responsibility for disseminating the outcomes of the meeting to their colleagues

ACCOUNTABILITY AND COMMUNICATION

- Minutes will be presented to and discussed at the Academic Board.
- Discussions, outcomes and actions to be communicated by members to their teams as appropriate to deliver agreed outcomes.