

Directorate of Higher Education

Governance, Management and Meeting Structures

1. Overview

This document provides an overview and explanation of how governance, management and meeting structures function at University Centre Weston (UCW), including relationship with one another and the associated delegated authority. It should be read alongside the terms and conditions of the Committees and Teams that contribute to governance and management at UCW. It should be seen in the context of Weston College of Further and Higher Education (hereafter known as Weston College), UCW and HE Directorate structures. These are provided as appendices.

2. Background

This statement Governance, Management and Meeting Structures has been devised to clarify how higher education functions and is supported at UCW through corporate governance, management approaches and the Committees, team meetings and student meetings that take place. In reviewing the terms of reference of Committees and meetings, UCW has taken due regard of the Revised Operating Model for Quality Assessment (HEFCE 2016) and its constituent parts, including UK Quality Code for Higher Education (the Quality Code) and the HE Code of Governance. UCW maintains a commitment to the Quality Assurance Agency (QAA) definition of enhancement: 'deliberate steps are being taken at provider level to improve the quality of students' learning opportunities'. In addition, all actions are convergent with the Strategic Aims outlined in the UCW Higher Education Strategic Plan 2017-18 to 2019-20, and the associated key performance indicators.

The structure of Weston College has a Principal and Chief Executive, and College Leadership Board with a faculty structure and support areas directing and supporting the curriculum. For Weston College higher education provision, there is a distinct branding (UCW) and infrastructure which informs, directs and supports all aspects of higher education through the Directorate of Higher Education (appendices 1-4).

3. Governance, Management, and the Directorate of Higher Education

Strategic direction emanates from the Principal and Chief Executive and Weston College Corporation. Overseen by Governors through the Higher Education Governance Committee (HEGC) (appendix 5), the Directorate of Higher Education helps Corporation devise strategy, then provides operational and administrative leadership. The Vice Principal Higher Education leads the Higher Education Directorate, and manages a team of staff that assure the key

elements of successful and effective higher education are maintained (appendix 4). The Vice Principal Higher Education leads on discussion and negotiation with partner universities, and the Office for Students (OfS) with, or on behalf of, the Principal and Chief Executive. The maintenance of registry, responding to student voice and enhancing the student experience, as well as supporting all aspects of delivery and development of higher education programmes, reside with the Directorate of Higher Education.

Supporting the Vice Principal Higher Education are the two Assistant Directors. These take responsibility Academic Registry, and Quality and Curriculum respectively. The Curriculum and Quality Team play a key role in the development, delivery, monitoring, and quality assurance at UCW. The Academic Registry section leads on student engagement, student support, key administrative activities, admissions, complaints, student finance, accommodation, student records and the student experience.

Monthly partnership meetings are held with partner universities, which discuss developmental, operational and strategic issues. The relationship with partners is effective and well documented with minutes from these regular partnership meetings.

The resourcing of higher education programmes is ultimately the responsibility of the Principal and Chief Executive as advised by the Vice Principal Higher Education. Resources such as staffing, equipment and accommodation are requested through a formal planning process from each Faculty, scrutinised by the Vice Principal Higher Education and if supported by the Higher Education Directorate, final decisions made at College Leadership Board (CLB) (appendix 6). As a minimum, the resourcing of each higher education programme must be at a level acceptable to the partner university as well as fulfilling the Quality Code Expectation for B4. Library resources have an allocated HE budget per programme, agreed by CLB, and monitored by Higher Education Management Team (HEMT) (appendix 12).

Higher education quality assurance overall is the joint responsibility of the HE Directorate, the Faculty, and CLB. Within the HE Directorate the Assistant Director HE: Quality and Curriculum assumes overall responsibility for a range of activities that take place under the auspices of quality assurance, including programme monitoring, Peer Observation of Teaching (POT), review and impact of scholarly activity, and linking with HE Academic Registry for responding to the “student voice”. The culture of quality assurance at UCW is to see it as a responsibility of all staff. All reports related to academic standards, student outcomes, quality assurance, and the monitoring of key performance indicators is undertaken by Governors at Higher Education Governance Committee (HEGC).

Higher education programmes at UCW are delivered through an established faculty structure (appendices 1 and 3). Operational responsibility is with the Head of Faculty who, through established management structures, timetables staff, provides key resources, reviews scholarly activity and staff development. The Vice Principal Higher Education maintains regular dialogue with each Head of Faculty, and for all new appointments with a higher education responsibility, the Vice Principal Higher Education (or their nominee) will be on the interview panel. Partner university representation is also invited and encouraged. The Head of Faculty is also required to formally report to the Higher Education Board of Study (HEBS) (appendix 7) on an annual basis (including annual validation of the Faculty Annual Monitoring Reports). Through the faculties and the reporting mechanisms, analysis of the effectiveness of programmes takes place, as well as responding to progression and retention information,

the student experience, scholarly activity, and actions related to previous issues. The Deputy Principal chairs HEBS.

The support functions that help assure a comprehensive approach to higher education at UCW such as library resources, marketing, finance and learning support are represented at HEMT. Weston College's central support service ASPECT (advice; school; progression; employability; careers; transition) provides support to higher education in liaising closely with the HE Academic Registry Team (HEART).

4. Management structure

UCW has an established management structure that is committed to supporting the delivery of effective higher education programmes. The Deputy Principal and the Vice Principal Higher Education are members of Weston College Leadership Board, the College's most senior non-governance Committee, chaired by the Principal (appendix 6).

At Corporation level there is Higher Education Governance Committee (HEGC). HEGC is the highest level Committee to consider only matters relating to Higher Education. HEGC is chaired by a governor with expertise from the higher education sector, and attended by up to six governors allocated by Weston College Corporation. This expertise has seen Governors grant HEGC delegated authority to investigate, scrutinise and act on issues relating to higher education, and report to Corporation (appendix 5).

Students are treated as equal partners in the development, and operation of higher education, with representation on Committees. Their views are sought and valued, making a valuable contribution to the enhancement of learning opportunities. There is also representation from partner universities at a number of key meetings, contributing to the governance and management of higher education (appendix 7).

5. Meetings structure

Detailed terms of reference and membership of all Committees, teams and meetings that take place at UCW and are reflective of the governance, management, operation and function of higher education are provided in the appendices. A brief summary of these is as follows:

5.1 Higher Education Governance Committee (HEGC) (appendix 5)

The primary role of this Committee is to gain assurance on behalf of the Corporation that higher education provision at UCW meets the needs and expectations of higher education students, governance, employers, partner universities, and appropriate government agencies. It reviews and monitors data and actions related to the enhancement of higher education provision, and ensures that deliberate steps are in place to assure continual improvement. HEGC also checks that the Higher Education Directorate reflects the requirements of the Quality Code in terms of its structure, actions, reporting, policies and procedures. The intention is to ensure that HE continues to thrive and expand at UCW.

HEGC is chaired by a College governor with HE expertise, and attended by up to five governors allocated by Weston College Corporation. Membership includes a staff governor, HE student representative and attendance by Vice Principal Higher Education, Assistant Director HE:

Academic Registry and Assistant Director HE: Curriculum and Quality. The Clerk to the Corporation and/or a minute secretary also attend.

HEGC is the highest level committee to consider only matters relating to Higher Education, and has delegated authority to investigate, scrutinise and act on issues relating to higher education, and report to Corporation.

There are at least three meetings per year. Normally these will be scheduled in December, March, and June. The Chair may choose to add extra meetings if deemed necessary.

5.2 College Leadership Board (CLB) (appendix 6)

College Leadership Board is the main policy making and strategic body in the College. Chaired by the Principal and Chief Executive, it includes the Deputy Principal, and Vice Principal Higher Education along with five other senior managers.

CLB meets weekly, although should circumstance require it, two meetings a week are not uncommon.

Strategy and operational activities are reported and discussed here. The UCW HE Strategic Plan is discussed and sanctioned at CLB, and it's alignment with the overall Weston College Strategic Plan assured. Annual strategic planning for the College commences here, and the Vice Principal Higher Education is required to produce an annual Strategic Planning Response for higher education provision. In addition, as CLB considers the student voice critical, where and when appropriate, student issues and opinions are brought to the attention of this committee.

5.3 Higher Education Board of Study (HEBS) (appendix 7)

Higher Education Board of Study (HEBS) is the committee that takes responsibility for the review and reporting of issues relating to academic standards and quality in higher education provision at University Centre Weston.

Meeting five times annually, it considers programme monitoring, quality of teaching, scholarly activity reports and student feedback. It also receives and considers all statistical data and analysis, and makes recommendations to Higher Education Management Team, College Leadership Board and the HE Governance Committee. It also acts as a validation forum for Faculty Annual Monitoring. HEBS is chaired by the Deputy Principal.

Higher Education Directorate Management Team (HEDMT) (appendix 8)

HEDMT meets on a monthly basis. It is chaired by the Vice Principal Higher Education, and its membership comprises of Assistant Director HE: Curriculum and Quality, Assistant Director HE: Academic Registry, HE Learning and Teaching Manager, HE Partnership and Compliance Manager, HE Partnership Manager and Deputy Academic Registrar. On occasion others are invited along to address specific topics or present discussion papers. This Team has responsibility for the oversight of the strategic and operational activities related to higher education at UCW. It reports to and makes recommendations to HEBS, HEGC and CLB.

Decisions made at HEDMT are disseminated at Higher Education Management Team (HEMT). Discussions of topics at HEBS and HEMT, as well as student forums inform the decision making of HEDMT. Decisions about new programme development, policies and procedures, strategy etc. are initially discussed for feasibility by HEDMT before proceeding through the committee structure for approval.

Outcomes of programme development meetings and working groups are discussed by HEDMT. Discussion also takes place regarding operational issues including finance and expenditure, human and physical resources. HEDMT discusses staff development needs, and provides the themes for the annual HE conference. It also considers expenditure applications made via the Technology Enhanced Learning Innovation Fund and special applications for funding of research and scholarly activity.

5.4 Higher Education Academic Registry Team (HEART) (appendix 9)

This team meets monthly, and is an operational meeting of all staff who are part of the Higher Education Directorate Academic Registry section, alongside staff from other areas that regularly engage with the section. The Team focuses on student engagement, student support, key administrative activities, admissions, complaints, student finance, accommodation, student records and the student experience. The meeting is chaired by the Assistant Director: Academic Registry, and minutes are taken.

5.5 Higher Education Curriculum and Quality Team (HECQT) (appendix 10)

Part of the Higher Education Directorate, and chaired by the Assistant Director HE: Curriculum and Quality, this is an operational meeting of all staff who are part of the Higher Education Curriculum and Quality section, alongside staff from other areas that regularly engage with the them. The team considers and discusses the development, delivery, monitoring, and quality assurance of higher education at UCW. Meetings are held monthly and minutes taken.

5.6 Higher Education Management Team (HEMT) (appendix 11)

Meeting on a monthly basis and chaired by the Vice Principal Higher Education, HEMT deals with the on-going management and operations of higher education delivery at UCW. Heads of Faculty are required to attend as well as support service managers. This ensures that current and future higher education developments are managed, monitored and reviewed. Recommendations from this team are related directly to College Leadership Board through the chair.

Decisions and discussions that take place at HEMT are relayed to faculty teaching teams and staff at a meeting following HEMT chaired by the Head of Faculty: Faculty Higher Education Team (FHET).

5.7 Faculty Higher Education Team (FHET) (appendix 12)

FHET is the key operational team that delivers the higher education provision within the Faculty. It is held following Higher Education Management Team (HEMT) and ensures that all discussions and messages that need sharing are formally passed to Subject Area Managers

and Curriculum/Programme Coordinators. The meeting takes place within five working days after HEMT. It is chaired by the Heads of Faculty and attended by Subject Area Managers with responsibility for HE provision, Curriculum/Programme Co-ordinators, HE Directorate representative, and student representative (Chair to exclude for closed business) as well as minute taker.

5.8 Higher Education Programme Team Meetings (HEPTM) (appendix 13)

Chaired by the Curriculum/Programme Coordinator, membership consists of the partner university Link Tutor (where required), Subject Area Manager for the programme area, HE Partnership Manager, module leaders, lecturers and student representatives. These meetings take place twice termly to consider operational issues relating to programme delivery. These meetings address learning, teaching and assessment on the programme, programme related support and guidance, resources connected to the programme, scholarly activity, special events and activities on the programme such as guest lectures, and organisation and overall management of the programme. The meetings discuss issues raised by students and provide feedback to students on actions undertaken. Link Tutors will attend a minimum of two of these meetings each academic year. The meetings may have closed items but it is expected that the majority of the business will be open to all.

5.9 Staff Student Liaison Committees (SSLC) (appendix 14)

Meeting a minimum of three times annually, these are based on the programme of study, and provide a two-way channel of communication between staff and students. There is no restriction to what can be discussed and the meetings are student driven, but there is a standard agenda for each meeting to ensure that discussion of key information takes place including, for example, National Student Survey and module evaluation outcomes, annual monitoring and external examiner reports.

5.10 Student Representative Committee (SRC) (appendix 15)

As with the SSLCs, the Student Representative Committee fits within the wider Higher Education Student Engagement Strategy. The Student Representative Committee is made up of students from all programmes and campuses, and focuses on the cross-college issues with the potential to affect all HE students.

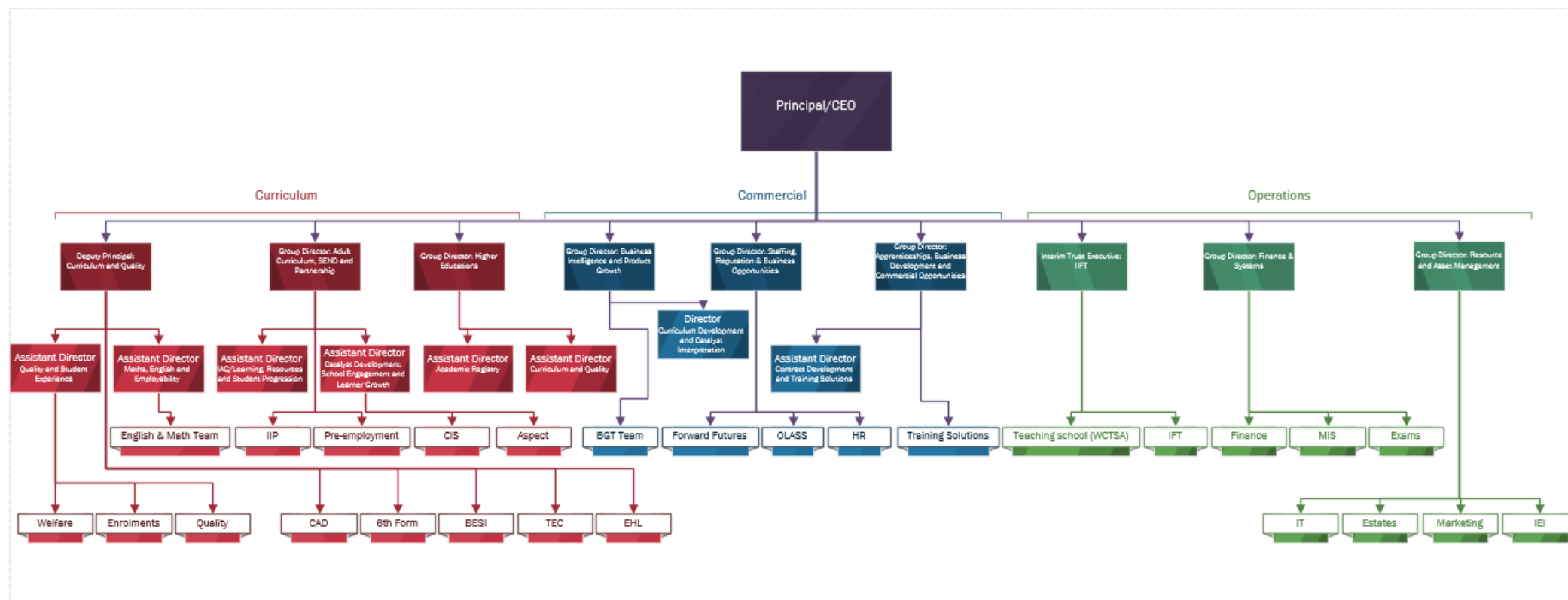
6. Supporting documents, structures, and terms of reference.

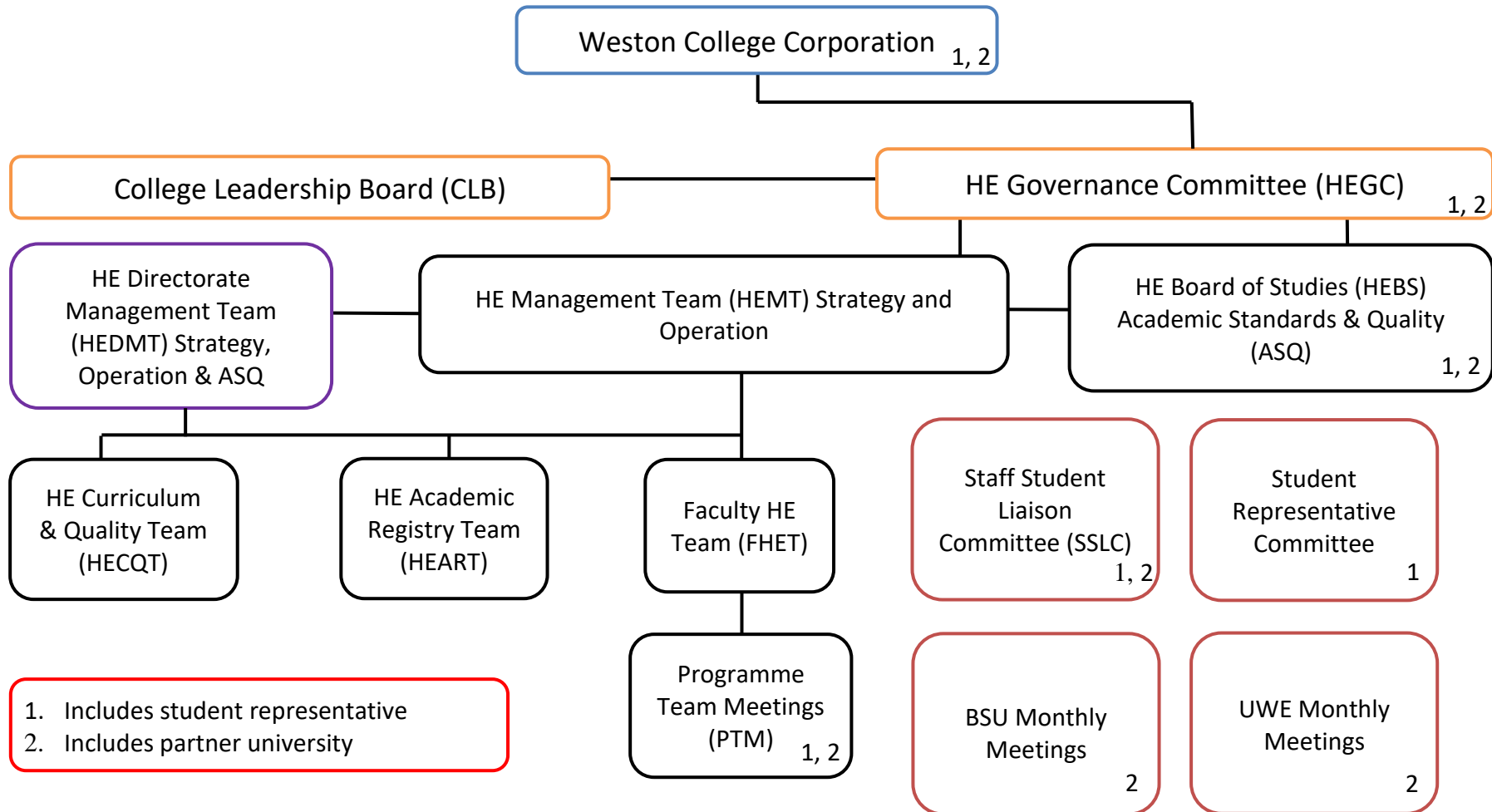
A number of policies, statements and structure diagrams help to contextualise the management and meetings structure relating to higher education at UCW. These are listed below and are available as appendices.

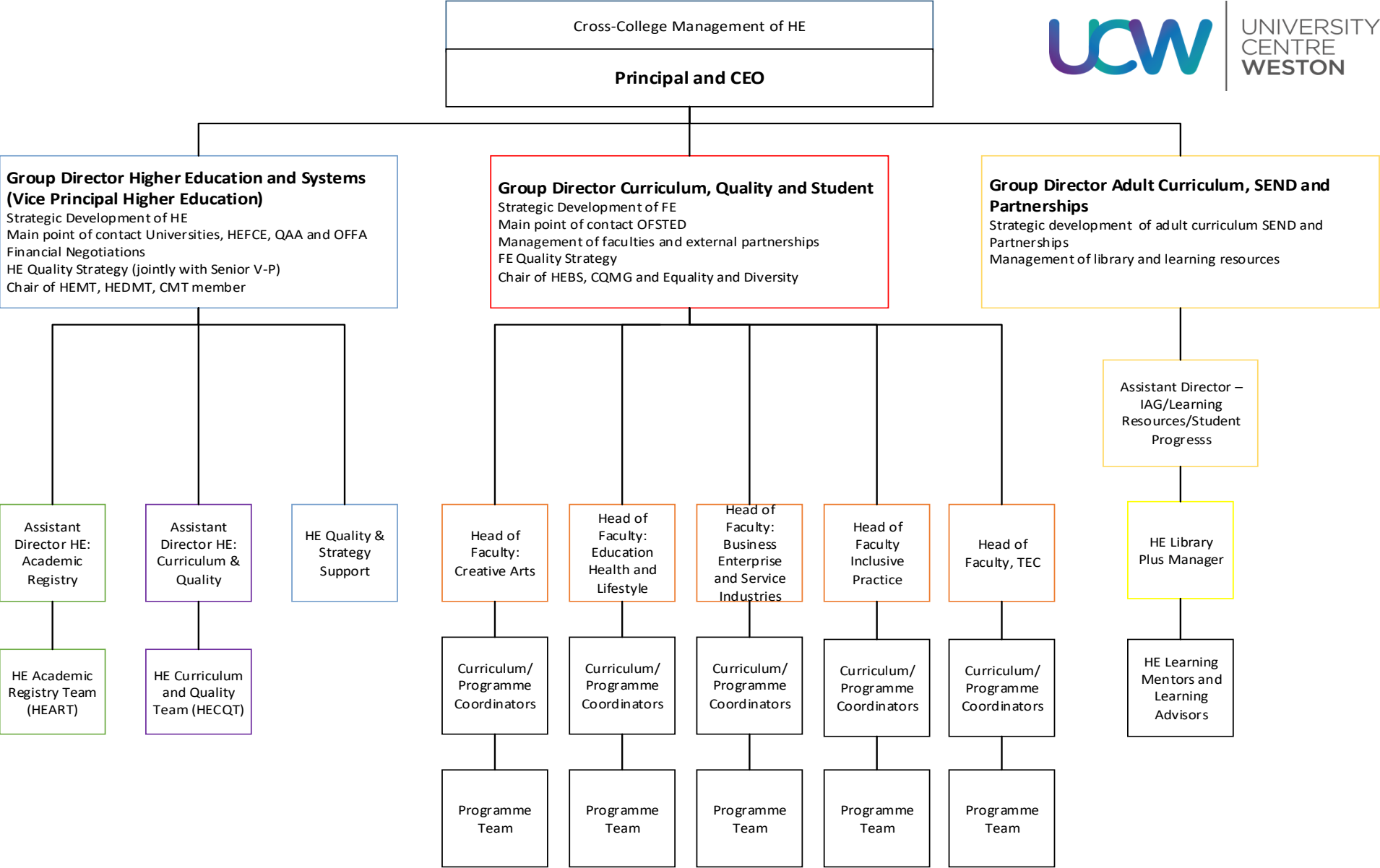
- Appendix 1: Weston College structure.
- Appendix 2: Governance and Management Structure for HE.
- Appendix 3: Cross-College Management of HE
- Appendix 4: Directorate of Higher Education Structure.
- Appendix 5: Membership and terms of reference Higher Education Governance Committee.
- Appendix 6: Membership and terms of reference of College Leadership Board.

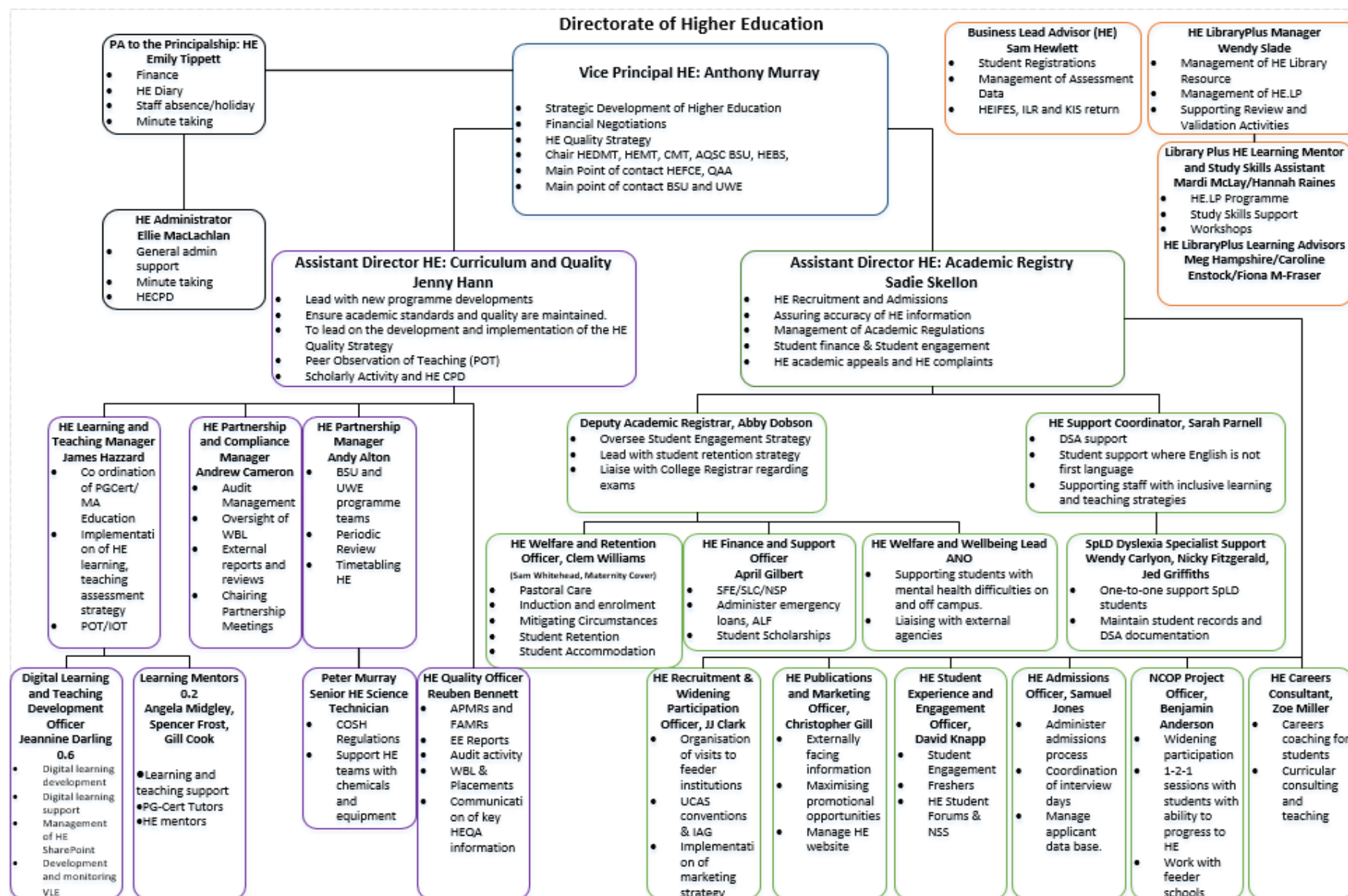
- Appendix 7: Membership and terms of reference HE Board of Study.
- Appendix 8: Membership and terms of reference Higher Education Directorate Management Team.
- Appendix 9: Membership and terms of reference Higher Education Academic Registry Team.
- Appendix 10: Membership and terms of reference Higher Education Curriculum and Quality Team.
- Appendix 11: Membership and terms of reference Higher Education Management Team.
- Appendix 12: Membership and terms of reference Faculty Higher Education Teams.
- Appendix 13: Membership and terms of reference Programme Team Meetings.
- Appendix 14: Terms of reference Staff Student Liaison Committees.
- Appendix 15: Terms of reference Student Representative Committee.

College Leadership Board Organisational Structure 2017











**HIGHER EDUCATION GOVERNANCE
COMMITTEE
MEMBERSHIP AND TERMS OF REFERENCE**

Membership:

Governors: Up to five Governors.
To include the HE Student Governor.

In attendance: Vice Principal Higher Education
Assistant Director HE: Academic Registry
Assistant Director HE: Curriculum and Quality
Clerk to the Corporation and/or
Minute Secretary

DATE REVIEWED: 28/02/2018

WESTON COLLEGE CORPORATION

HIGHER EDUCATION GOVERNANCE COMMITTEE

TERMS OF REFERENCE

1. AUTHORITY

1.1. HE Governance Committee Responsibilities

This is not a Statutory Committee. However, the Committee has decision-making powers, delegated by Weston College Corporation.

The Higher Education Governance Committee on behalf of the Corporation shall be responsible for the following functions:

- The determination and review of the educational character, mission and strategy of University Centre Weston and the oversight of its activities;
- Providing oversight and scrutiny of higher education quality and standards at University Centre Weston, ensuring maintenance of academic standards and the quality of the student academic experience;
- Accountability for the academic standards and student experience at University Centre Weston taking decisions on matters within their duties and responsibilities;
- Ensuring that there are effective systems which facilitate student involvement, at all levels, which seek to improve the student academic experience;
- Oversight and scrutiny of the financial sustainability in accordance with the instruction of the chief accounting officer of the higher education provision at University Centre Weston.

The Weston College Search Committee will have responsibility for electing the Chair of the Higher Education Governance Committee, as well as identifying other Governors who will be members.

1.2. HE Governance Committee Delegated Authority

The Committee will have delegated authority on behalf of the Weston College Corporation for:

- Approval for recommendation to Weston College Corporation of the UCW Higher Education Strategic Plan.
- The approval of the UCW Quality and Standards Report and accompanying action plan.
- The approval for sign off Annual Quality Assessment Returns stipulated by regulatory bodies.
- Protecting the interests of students as consumers through ensuring compliance with Consumer Law.

- The approval of Academic Regulations where UCW has responsibility and authority.
- Oversight of the UCW Strategic Risk Register, and scrutiny of identified risk by exception.

2. QUORUM

The quorum for each meeting shall be four (4) members of which 3 must be governors.

3. MEETING CYCLE

There will be at least three meetings per year. Normally these will be scheduled in November, March, and June. The Chair may choose to add extra meetings if required.

4. DECLARATION OF INTEREST

Standing Orders relating to disclosure of interest apply to Committee meetings in the same way as they apply to Corporation meetings.

5. TERMS OF REFERENCE

The primary role of this Committee is to gain assurance on behalf of the Corporation that:

- 5.1. The Committee will be responsible for the ongoing scrutiny of a strategic risk register relating to key areas detailed below.
- 5.2. Higher education provision at University Centre Weston meets the needs and expectations of higher education students, employers, partner universities, and appropriate government bodies.
- 5.3. Data relating to higher education recruitment, student achievement, continuation rates and destinations is matched with and compares favourably with the higher education sector in general, and college higher education specifically.
- 5.4. Data related to student satisfaction is analysed, acted upon, and impact of actions assessed.
- 5.5. Higher education learning, teaching and assessment are being monitored and improvement actions are in place and being delivered.
- 5.6. The Higher Education Directorate reflect the requirements of the Revised Operating Model for Quality Assessment in terms of its structure, actions, reporting, policies and procedures.
- 5.7. Higher education continues to develop and expand at University Centre Weston.
- 5.8. To provide the assurances that are required by OfS, ensuring that academic standards and quality are being maintained and that the student academic experience is enhanced.

6. The Committee shall seek to gain assurance that:

- 6.1. Teaching, learning and assessment of higher education students is reviewed on an on-going basis to ensure that academic standards and the quality of the student experience are maintained and that HE pedagogy reflects best practice and the expectations of the UK Quality Code.

- 6.2. Provision is appropriate to the needs of higher education students, employers, university partners, other key stakeholders and the wider community.
- 6.3. Higher education student achievement, continuation, employability and student satisfaction meets internally set targets.
- 6.4. Robust processes and mechanisms are in place for curriculum planning, recruitment, quality assurance, annual monitoring, enhancement, strategic planning and student engagement.
- 6.5. Data are monitored and analysed for different groups of higher education students including those with protected characteristics. Commitment to widening participation and equality and diversity is maintained.
- 6.6. Student engagement is present at all levels, is effective and used to monitor the quality of provision and prioritise improvements, as well as help develop new provision and the expectations of the UK Quality Code is being met.
- 6.7. Partner university and employer engagement are used to identify improvements in provision and partnership activities.

7. The Committee shall:

- 7.1. Agree the content of a risk register for higher education at University Centre Weston along with risk owners who may be required to attend meetings related to their particular risk(s).
- 7.2. Where appropriate, the recommendation of identified risk to be forwarded to the Weston College Corporation risk register.
- 7.3. Receive and recommend to Corporation for approval the HE Academic Standards and Quality Report, and assure that it identifies both strengths and areas for improvement referencing the constituent parts of the Revised Operating Model for Quality Assessment.
- 7.4. Review the analysis and actions resulting from the National Student Survey findings.
- 7.5. Review the impact and effectiveness of student engagement through the Student Engagement Report.
- 7.6. To ensure that student protection measures are implemented and consumer protection obligations are met, through the findings of the annual HE Complaints and Competitions and Markets Authority (CMA) Compliance report.
- 7.7. Receive regular reports on higher education student numbers.
- 7.8. Review the effectiveness of University Centre Weston's arrangements for hearing and considering concerns and issues that students have, and to ensure feedback is timely and effective.
- 7.9. To review the effectiveness of the Committee through a self-assessment exercise and report this to Corporation on an annual basis.

- 7.10. Provide assurance when requested by Corporation regarding compliance with regulation such as General Data Protection Regulation (GDPR), Prevent and Safeguarding.

HIGHER EDUCATION GOVERNANCE COMMITTEE

Ref.	Achieved By	Frequency
5.5; 6.2; 6.7	Learning and Teaching report (update on developments, effectiveness, technology enhanced learning and analysis of actions/impact).	March meeting
5.3; 5.8; 6.5	Applications update	March and June meeting
5.3; 7.7; 6.5	Enrolment / student numbers reports	November meeting
5.1; 7.1	Review and analysis of data <ul style="list-style-type: none"> • Risk Register 	Each meeting
5.3; 6.3; 6.5	<ul style="list-style-type: none"> • Previous year student achievement, continuation and destination report 	November meeting
5.4; 7.4; 6.5	<ul style="list-style-type: none"> • NSS report 	November meeting
5.3; 6.5	<ul style="list-style-type: none"> • “In-year” retention data 	March and June meeting
5.3; 6.3; 6.5; 7.4; 6.7	<ul style="list-style-type: none"> • Key external data 	Each relevant meeting
5.2; 5.7; 6.1; 6.7	Reporting and review of key strategy and other documents including: <ul style="list-style-type: none"> • Higher Education Strategy 	March meeting November meeting
5.8; 7.3; 6.7	<ul style="list-style-type: none"> • Consideration and approval of HE Academic Standards and Quality Report 	November meeting
5.6; 5.8	<ul style="list-style-type: none"> • Consideration and approval of the Annual Quality Assessment Return 	
6.4; 6.6; 7.5; 7.8	Student engagement effectiveness and impact on the student experience. <ul style="list-style-type: none"> • Student Engagement Report 	Each meeting
7.6; 7.10	<ul style="list-style-type: none"> • HE Complaints and Appeals Report 	December meeting
7.6	Information on compliance activities with external bodies, including due diligence reports.	Each appropriate meeting
7.1; 7.2	Items arising from the Chair and Vice-chair’s scrutiny of the risk register.	Each appropriate meeting
7.9	Governance Self-Assessment Activity	November



College Leadership Board

Membership and Terms of Reference

2017-18

MEMBERSHIP:

Principal and Chief Executive
 Group Director Curriculum and Quality
 Group Director Resource and Asset Management
 Group Director Adult Curriculum, SEND and Partnerships
 Group Director Higher Education
 Group Director Staffing Reputation and Business Opportunities
 Group Director Business Intelligence and Product Growth
 Group Director Finance and Systems
 Group Director Apprenticeships, Business Development and Commercial Opportunities
 Senior Executive Lead for Inspirational Futures Trust and the Weston College Teaching School Alliance

TERMS OF REFERENCE

1. To formalise policy advice to the Corporation for the whole group.
2. To manage the College within the parameters set by the Instrument and Articles of Government.
3. To provide a strategic management forum for collective consideration of operational issues, and to develop strategic aims and objectives.
4. To consider proposals for new curriculum products.
5. To advise the Principal and Chief Executive on the formulation and implementation of the Strategic Plan, Development Plan, funding bids, finance forecasts and Accommodation Strategy.
6. To continually review and monitor the College's performance in:
 - Student / learner success, recruitment, retention, progression, completion and achievement
 - Responsiveness to key stakeholders, including students, employers, partner organisations and North Somerset Council

- Accommodation
 - Data Protection/Freedom of Information
 - Enrolment by Category of Learner/Funding Values/HE
 - Equality and Diversity
 - Human Resources
 - Finance
 - External partnerships
 - College subsidiary companies / Multi Academy Trusts
 - Safeguarding
 - Risk management
 - Health and Safety
 - Major initiatives/contracts
 - Staff training and development
 - IT/ILT implementation
 - Quality Assurance (including Data/Self Assessment)
 - Student Services
 - Employer Engagement by Category
 - Performance of areas managed by each Group Director
 - All College/Corporation Business Performance Indicators and Targets
 - Management Information
 - Marketing and PR strategies
 - And any other pertinent/emerging areas of provision
7. To review pertinent issues arising from the Governing Body, it's Committees and other relevant bodies.
 8. To ensure representation on key funding groups/partners e.g. Education Skills Funding Agency; National Apprenticeship Service; North Somerset Council; Higher Education Funding Council England; Principals Professional Council; Weston Area Health Trust, National Offender Management Services, Educational Funding Agency, Curriculum Quality Management Group, Higher Educational Boards, Local Enterprise Partnership
 9. To annually monitor and review performance and if necessary amend terms of reference to further improve effectiveness.
 10. To ensure the College operates on a sound financial footing with associated demonstrable quality systems.

Meeting cycle: Fridays – Weekly formal meetings



MEMBERSHIP AND TERMS OF REFERENCE HE BOARD OF STUDY

A. The Role of the HE Board of Study

The Higher Education Board of Study (HEBS) is the committee that takes responsibility for the review and reporting of issues relating to academic standards, quality and enhancement in higher education provision at UCW. It considers annual monitoring, quality of teaching, scholarly activity reports, student feedback and statistical data and analysis, and makes recommendations to HE Governance Committee (HEGC), Corporate Leadership Board (CLB) and HE Management Team (HEMT).

HEBS assumes delegated responsibility on behalf of HEGC and UCW to scrutinise, monitor and approve external and internal quality and curriculum related activity.

B. Membership

Deputy Principal (Chair)	Dave Trounce
Vice Principal: Higher Education (Vice Chair)	Anthony Murray
Assistant Director - Technology, Learning Resources and Skills for Progression	Jon Hofgartner
Assistant Director Higher Education: Curriculum & Quality	Jenny Hann
Assistant Director Higher Education: Academic Registry	Sadie Skellon
Representation from Bath Spa University	Dr Demelza Curnow
Representation from UWE	Dr John Lanham
Heads of Faculty with Higher Education Provision	Helen George
	Jon Swindell
	Sam Mayhew
	David Cousins
	Steve Caldwell
	Andy Alton
	Andrew Cameron
	James Hazzard
	Mike Slawin
	Abby Dobson
	Sarah Parnell
	Sam Hewlett
	Reuben Bennett
	Sylvia Lane
	Joe Abdulgani
	David Lown
	Ben Melhuish
HE Partnership Manager	
HE Partnership and Compliance Manager	
HE Learning and Teaching Manager	
HE Quality Consultant	
HE Deputy Academic Registrar	
HE Support Coordinator	
Lead Business Advisor HE	
HE Quality Officer	
Curriculum Programme/Coordinators	
Lecturer	

Subject Area Manager
Student Experience and Engagement Officer
Student Representative (UWE)
Student Representative (BSU)
Student Governor

Sally Tazewell
Mark Barnett
David Knapp
Rob Taylor
Jess Darby
TBC

C. Terms of Reference

The remit of **HEBS** will include:

- To consider opportunities for enhancement of higher education provision, ensuring that they are planned, delivered and monitored to assure continual improvement.
- To receive and consider an overview of Annual Programme Monitoring Reports (APMR).
- To receive and consider External Examiner Reports.
- To receive, consider and validate Faculty Annual Monitoring Report (FAMR) documents.
- To monitor development plans at Programme and Faculty level.
- To receive and consider the annual Peer Observation of Teaching Report.
- To receive and consider the annual HE Learning, Teaching and Assessment Impact Report.
- To receive partnership overview reports including the UWE AME5 Partnership Lead Report and BSU Partner Annual Report
- To receive, consider and evaluate the effectiveness of scholarly activity and HE continuing professional development (HE CPD).
- To receive reports capturing “the student voice” and developments occurring as a result.
- To receive National Student Survey (NSS) data and make recommendations based on findings.
- To receive and consider the Teaching Excellence Framework (TEF) metrics and Provider Submission.
- To receive proposed programme developments and make recommendations to CLB for all new higher education provision.
- To receive and consider all relevant statistical data relating higher education provision. To include student recruitment, progression, achievement and destinations.
- To reflect the changing nature of the provision, and amend remit of the Board of Study as necessary and agreed by HEGC.
- To make recommendations to CLB as appropriate.

D. Quorum

No quorum of attendance has been established.

E. Meeting Cycle

Shall normally be five times annually, twice in the autumn and spring term. (see notes below)

F. Other notes

It will be chaired by the Deputy Principal who, along with the Vice Principal: Higher Education, will take responsibility for the formulation of the agenda. HEBS will meet formally five times per year, but reserves the right to hold extra meetings as and when directed by HEGC. This may be as a result of new programme proposals, or issues related to the Quality Assurance Agency (QAA).

Papers will be received in advance of the meeting and the agenda, to indicate items for discussion/decision, to enable the meeting to be concise as possible. Minutes of meetings will be prepared and presented at the following meeting for formal approval of accuracy and monitoring actions.

G. Higher Education Board of Study Reporting Cycle

Meeting	Report	Reference in Section C
October	HE Scholarly Activity Impact Report	1, 5
	Overview of External Examiners' Reports	1, 2, 3, 5
	HE Scholarly Activity Strategy	1, 9
	HE Continuing Professional Development Strategy	1, 9
	HE Programme Development Strategy	5, 13
	University Centre Weston Academic Regulations	16
	Internal Student Survey Report	10, 14
	Student Engagement Report	10, 14
December	HE Key Performance Indicators update	14
	Student achievement, continuation and destination report	14
	NSS Report	10, 11, 14
	HE Student Engagement Report	10, 14
	Learning, Teaching and Assessment Overview Report	1, 2, 5, 7
	Tutorial Entitlement Audit and Report	5
	BSU Partners Annual Report	2, 8
	UWE Partnership Lead Report (AME5)	2, 8
	Teaching Excellence Framework Metrics	11, 12, 14
January	Report on Enhancement Activities	1, 5
	Student Engagement Report	10, 14

	Faculty Annual Monitoring Reports	2, 4, 5
	Teaching Excellence Framework Provider Submission	11, 12, 14
March	Faculty Annual Monitoring Overview Report	2, 4, 5
	TEL Innovation Fund Impact Report	1
	Student Engagement Report	10, 14
	In-year retention data	5, 14
June	Update on AME5 Action Plan	2, 8
	Periodic Review Overview Report	5
	HE Peer Observation of Teaching Report and Evaluation	1, 6
	HE Student Engagement Report	10, 14
	In-year retention data	5, 14



MEMBERSHIP AND TERMS OF REFERENCE HIGHER EDUCATION DIRECTORATE MANAGEMENT TEAM

A. The role of Higher Education Directorate Management Team (HEDMT)

HEDMT will act as the top level committee within the Directorate. Chaired by the Vice Principal: Higher Education, it will be responsible for the strategic and operational direction of the Directorate, and will be the starting point for policy, process, and initiatives that relate to higher education at Weston College. It will formally report to, and make requests of, Corporate Management Team (CMT) when required. This will occur through the Vice Principal: Higher Education who is also a member of Corporate Management Team.

B. Membership

Vice Principal: Higher Education (Chair)	Anthony Murray
Assistant Director: HE Academic Registry	Sadie Skellon
Assistant Director: HE Curriculum and Quality	Jenny Hann
HE Partnership Manager	Andy Alton
HE Partnership and Compliance Manager	Andrew Cameron
HE Learning and Teaching Manager	James Hazzard
Deputy Academic Registrar	Abby Dobson
HE Quality and Strategy Support	Mike Slawin

C. Terms of reference

1. To provide a forum for strategic discussion and influence policy and process relating to higher education activity at Weston College.
2. To act as a group to support the Vice Principal: Higher Education in considered decision-making.
3. To make recommendations to HE Governance Committee (HEGC), CMT and HE Board of Study (HEBS) that relate to the management, delivery and enhancement of higher education at Weston College.
4. On behalf of HEGC monitor and recommend for further scrutiny elements of the Higher Education Strategic Risk Register.
5. To consider, influence and strategise the relationship with external agencies such as partner universities, OfS, QAA and the HE Academy.
6. To advise Faculties on potential developments, and draft papers for HEMT and HEBS when required.

7. To review the effectiveness and remit of HEBS and HEMT on an annual basis and where necessary recommend adjustments.
8. To involve an external expert every three years to be involved in the review and effectiveness of HEBS and HEMT.

D. Quorum

No quorum of attendance is set. The viability of the meeting in terms of attendance will be determined by the Chair.

E. Meeting cycle

Frequency of meetings will be monthly

F. Other notes

1. Minutes of meetings will be prepared and presented at the following meeting.



MEMBERSHIP AND TERMS OF REFERENCE HIGHER EDUCATION ACADEMIC REGISTRY TEAM

- A. The role of Higher Education Academic Registry Team (HEART):** This body is an operational meeting of all staff who are part of the Higher Education Directorate Academic Registry section, and staff from other areas that regularly engage with the section. The responsibility of the section is as follows:
- **Student Recruitment/Marketing** – Implementation of the HE recruitment strategy, support with level 3 HE tutorials, UCAS fairs, HE taster days, open days, manage HE section of the website.
 - **Assuring accuracy and completeness of published material** – To provide assurance that the College complies fully with the UK Quality Code part C, and the Competition and Markets Authority (CMA) recommendations. To include the publishing and accuracy of the Wider Information Set (WIS).
 - **Undergraduate Admissions** – Administer admissions process, co-ordination of interview days, manage the applicant data base, coordination of orientation days etc.
 - **Student enrolment and student registrations** – liaison with College Registry and dialogue with partner universities.
 - **HE Student Finance** – Liaison with Student Finance England (SFE), Student Loans Company (SLC), sponsored students (NBT, LET B), manage and administer emergency loans, Access to Learning Fund (ALF), Bursaries & Scholarships and general contact with students regarding finance.
 - **HE Student Experience** – Freshers', HE student induction, student accommodation; Student Engagement Strategy: Forums, SSLCs, Peer Press; NSS; welfare and pastoral support.
 - **HE Student Support** - Coordination of Learning Support in accordance with the Equality Act 2010 Advising HE staff on an inclusive curriculum approach and inclusive teaching methods appropriate to HE
 - **HE Student pastoral support** – Monitoring the effectiveness of pastoral support, tutorial support, and providing support and guidance.
 - **Student retention** – To oversee and ensure effective engagement with the UCW's Retention Strategy.
 - **Student Assessment and data** – management of Exam Boards; release of grades; mitigating/extenuating circumstances; unfair practices; academic appeals; suspension of studies. Liaising with MIS relating to all HE data requests and requirements.
 - **OfS engagement** – Data- Higher Education in Further Education Early Student Survey (HEIFES); ILR; Key Information Sets (KIS); Student Opportunity Fund; NSP; Student Success; Access and Participation Plan; annual returns to OfS; managing and administering activity delivered as a result of charging above the base rate tuition fee: outreach, supporting success and supporting progression.

- **Data capture and usage** – Putting together and presenting data reports for key committees and external agencies. Advising on and evaluating data.
- **Careers Information Advice and Guidance** – Assuring the effective delivery of careers advice and guidance, and monitoring the effectiveness of personal development programmes.

B. Membership

Assistant Director HE, Academic Registry (Chair):	Sadie Skellon
Deputy Academic Registrar:	Abby Dobson
HE Widening Participation and Recruitment Officer:	JJ Clark
HE Marketing and Publications Officer:	Chris Gill
HE Student Experience and Engagement Officer:	David Knapp
HE Welfare and Retention Officer:	Clem Williams
HE Admissions Officer:	Sam Jones
HE Finance Officer	April Gilbert
HE Careers Consultant	Zoe Miller
HE Support Coordinator:	Sarah Parnell
HE Administrator:	Ellie MacLachlan
HE Quality Officer	Reuben Bennett

C. Terms of reference

1. To provide a forum for strategic and operational discussion related to the responsibilities in section A, above.
2. To act as a group to support the Assistant Director HE: Academic Registry in considered decision-making.
3. To make recommendations to Higher Education Directorate Management Team that relate to the management and delivery of higher education at Weston College.
4. To consider, influence and discuss the relationship with external agencies such as partner universities, QAA and the OfS.
5. To advise Faculties on potential developments and expectations, and draft papers for HEMT and HEBS when required.
6. To devise targets and actions for monitoring at subsequent meetings.

D. Quorum

No quorum of attendance is set. The viability of the meeting in terms of attendance will be determined by the Chair.

E. Meeting cycle

Frequency of meetings will be monthly.

F. Other notes

Minutes of meetings will be prepared and presented at the following meeting.



MEMBERSHIP AND TERMS OF REFERENCE

HIGHER EDUCATION CURRICULUM AND QUALITY TEAM

G. The role of Higher Education Curriculum and Quality Team (HECQT): This body is an operational meeting of all staff who are part of the Higher Education Directorate Curriculum and Quality section, and staff from other areas that regularly engage with the section. The responsibility of the section is as follows:

- **To lead on programme development** - Development and design of new programmes, minor and major modifications of programmes, and lead on curriculum refresh/ update
- **To manage partnerships** – Maintain dialogue with and respond to expectations from partners. Undertake monthly partnership meetings, and respond to partner requests.
- **To lead on timetabling of HE programmes** - In dialogue with faculties, ensure maximisation of accommodation usage, and to ensure that space is used efficiently and effectively.
- **Oversee Scholarly Activity** - Allocate, monitor, and report on the impact of scholarly activity and run scholarly activity workshops / sharing good practice.
- **Oversee HECPD** - Strategise, plan for, and deliver CPD on a monthly cycle.
- **Manage HE peer observation** - Allocate, help schedule, provide training for, where necessary undertake observations, and manage the peer observation process.
- **Curriculum audit and monitoring** - Check and monitor all curriculum related issues such as implementation of Guaranteed Levels of Information, quality of module and programme and student handbooks.
- **To develop Digital Learning (DL) and Virtual Learning Environment (VLE)** - Provide training for and support in DL and maintain the UCW Moodle VLE. Monitor the VLE standards for HE.
- **Lead on external quality inspection such as Teaching Excellence Framework (TEF)** Plan for, strategise, provide staff training on, and ensure preparedness for Quality Assessment and other external scrutiny activity.

- **Policy and process updating** - Auditing, updating and assuring fitness for purpose of all documentation, processes, procedures, strategies and position statements related to higher education at University Centre Weston.
- **Managing and developing the HE SharePoint site** - Assuring the content and accuracy of the HE SharePoint site, ensuring staff awareness of content, providing training in using internal facing communication channels.
- **Managing University Periodic Review and Periodic Curriculum Review activity** - When required as part of an ongoing cycle, to manage the periodic review process with partner universities.
- **Supporting the curriculum** - Working with the curriculum in ensuring compliance with all quality processes and procedures, student curriculum support, and dialogue with partner universities.
- **Programme health checks** – To lead on (in partnership with the Higher Education Academic Registry Team) health checking of programmes.
- **Checking and monitoring** - Ensuring that faculties and programme areas are compliant with all quality expectations and activities (e.g. annual programme monitoring, responding to EE reports)
- **Any other activity** - identified by the Vice Principal HE or the Assistant Director HE: Curriculum and Quality coming under the remit of the HE Curriculum and Quality area.

H. Membership

Assistant Director HE: Curriculum and Quality (Chair)
 HE Partnership Manager
 HE Quality Officer:
 HE Partnership and Compliance Manager:
 HE Learning and Teaching Manager:
 HE Digital Learning and Teaching Development Officer:
 HE Librarian & Learning Mentor Team Leader or delegee:
 Head of IT or delegee:
 HE Support Coordinator:
 Minute taker: HE Administrator

Jenny Hann
 Andy Alton
 Reuben Bennett
 Andrew Cameron
 James Hazzard
 Jeannine Darling
 Wendy Slade
 Matt Beaver
 Sarah Parnell
 Ellie MacLachlan

I. Terms of reference

9. To provide a forum for strategic and operational discussion related to the responsibilities in section A, above.
10. To act as a group to support the Assistant Director HE: Curriculum and Quality in considered decision-making.
11. To make recommendations to Higher Education Directorate Management Team that relate to the management and delivery of higher education at University Centre Weston.

12. To consider, influence and discuss the relationship with external agencies such as partner universities, QAA and the HE Academy.
13. To advise Faculties on potential developments, and draft papers for HEMT and HEBS when required.
14. To devise targets and actions for monitoring at subsequent meetings.

J. Quorum

No quorum of attendance is set. The viability of the meeting in terms of attendance will be determined by the Chair.

K. Meeting cycle

Frequency of meetings will be monthly.

L. Other notes

2. Minutes of meetings will be prepared and presented at the following meeting.
3. HE Quality Officer to attend the corresponding HEART monthly meetings be a conduit for pertinent information between both HEART and HECQT monthly meetings.
4. The minute taker shall also attend HEART meetings
5. Minutes shall be shared on OneDrive and key actions communicated, to the Vice Principal Higher Education, monthly.



MEMBERSHIP AND TERMS OF REFERENCE

HIGHER EDUCATION MANAGEMENT TEAM

A. The Role of the HE Management Team

To deal with the on-going management and operations of higher education delivery at University Centre Weston. To ensure that current and future HE developments are managed, monitored and reviewed against a set of defined criteria and that recommendations from this process are communicated to College Leadership Board (CLB). This occurs via the Vice Principal: Higher Education who is a member of CLB

B. Membership

Vice Principal: Higher Education (Chair)	Anthony Murray
Head of Faculty: Business, Enterprise and Service Industries	Helen George
Head of Faculty: Creative Arts	Jon Swindall
Head of Faculty: Education, Health and Lifestyle	David Cousins
Head of Faculty: Image & Inclusive Learning	Sam Mayhew
	Jenny Sutherland
Head of Faculty: Technology, Engineering and Construction	Steve Caldwell
Assistant Director: HE Academic Registry	Sadie Skellon
Assistant Director: HE Curriculum & Quality	Jenny Hann
Partnership Manager: Higher Education	Andy Alton
Partnership and Compliance Manager: Higher Education	Andrew Cameron
HE Learning and Teaching Manager	James Hazzard
Business Lead Advisor (HE)	Samantha Hewlett
HE Support Co-ordinator	Sarah Parnell
HE Admissions Officer	Sam Jones
HE Deputy Academic Registrar	Abby Dobson
HE Widening Participation and Recruitment Officer	JJ Clark
HE Marketing and Publications Officer	Christopher Gill
HE Digital Learning and Teaching Development Officer	Jeannine Darling
HE Student Experience and Engagement Officer	David Knapp
HE Welfare and Retention Officer	Clem Williams
Head of Marketing and Communications	Lisa Fletcher
	Melissa Shand
Head of Finance	Sara Fowler
HE LibraryPlus Manager	Wendy Slade
HE Quality Officer	Reuben Bennett
UCAS Lead	Hamish Gilpin

C. Terms of Reference

1. To provide a forum for the discussion of new developments and programmes at HE Level.
2. To consider and determine strategic and operational issues relating to HE activity e.g. future strategy, enhancement activities, requirements of UCAS, HEFCE, OFFA, OIA and the CMA.
3. To discuss issues impacting on students, and discuss any matters that students have brought to the attention of higher education. To capture and act on “the student voice”.
4. To monitor expenditure on library resources and engagement with the HE Library Plus (HE.LP) study skills scheme.
5. To monitor the quality of HE provision and make recommendations where appropriate.
6. To make recommendations to Corporate Leadership Board on the following issues:
 - The development of policies, procedures, statements and strategies.
 - Resources (physical and human).
 - Academic standards and quality.
 - Marketing and recruitment.
7. Where appropriate, to have representation of partner universities in attendance.
8. To contribute to University Centre Weston’s HE Strategy and to monitor the successful achievement thereof.

D. Quorum

Quoracy will be at the discretion of the Chair.

E. Meeting Cycle

Meetings will be organised monthly by the PA to the HE Directorate.

F. Other Notes

1. The Chair of the Committee shall be the Vice Principal: Higher Education or, in his absence an Assistant Director HE.
2. Minutes of meetings will be prepared and presented at the next meeting for formal approval.



MEMBERSHIP AND TERMS OF REFERENCE FACULTY HIGHER EDUCATION TEAM

A. The role of Faculty Higher Education Team (FHET)

FHET is the key operational team that delivers the higher education provision at University Centre Weston within the Faculty. It will be held following Higher Education Management Team (HEMT) and ensures that all discussions and messages that need sharing are formally passed to the Subject Area Managers and Curriculum/Programme Coordinators. It will also act as the Faculty opportunity to organise, scrutinise, and discuss all aspects relating to HE delivery and management. This will include setting deadlines for activity and considering reports relating to HE generated within the Faculty.

FHET will be the Head of Faculty's opportunity to focus on all HE provision delivered within the Faculty.

B. Membership

Head of Faculty (Chair)

Subject Area Managers with HE provision

Curriculum/Programme Co-ordinators

HE Partnership Manager

Student representative (Chair to exclude for closed business)

Minute taker

C. Terms of reference

1. To provide a forum for discussion and influence operations relating to higher education activity within the Faculty.
2. Monitoring of recruitment, enrolment and registration.
3. To act as a team to support the Head of Faculty in considered decision-making relating to the Faculty higher education provision.
4. Where appropriate, to make recommendations to HEMT that relate to the management and delivery of higher education within the Faculty, and potentially wider.
5. To implement directives and activities as advised by HEMT to ensure compliance with whole college activities (such as annual programme monitoring, marketing activity etc)
6. To advise programme teams on potential developments, and to draft papers for HEMT and HE Board of Study (HEBS) as and when required.

7. Discuss Faculty HE quality related reports, such as External Examiner reports, and formulate actions related to them.
8. Consider student feedback and data, notably National Student Survey (NSS), and data relating to progression, achievement and destination. KPIs used as the basis to inform discussion and decision-making.
9. To discuss student issues, provide an opportunity for the student representative to address the Faculty. Discuss findings from module evaluations, assuring that these are taking place and actions are resulting.
10. Receive confirmation that staff have been formally approved by the partner university prior to teaching on HE programmes.
11. Discuss and further develop the use of the Virtual Learning Environment (VLE) and Technology Enhanced Learning (TEL) within the Faculty, and how effectively it is being employed.

D. Quorum

No quorum of attendance is set. The viability of the meeting in terms of attendance will be determined by the Chair.

E. Meeting cycle

Frequency of meetings will be monthly, the week following HEMT

F. Other notes

Minutes of meetings will be prepared and presented at the following meeting.



Directorate of Higher Education

Programme Team Meetings: Membership and Terms of Reference

A. The role of Programme Team meetings

University Centre Weston seeks to promote and encourage effective and worthwhile Programme Team meetings. It is expected that these will provide assurance that academic standards, quality, and all relevant developments are reviewed and monitored in an appropriate forum and in a timely ongoing basis. Decisions related to the operational running of the programmes should be taken at these meetings, and should underpin the successful delivery of the programme.

B. Membership

The following is an indicative list identifying proposed membership/attendees. It will be the case that dependant on the partner university, this may differ slightly.

- Curriculum/Programme Coordinator (Chair)
- Partner University Link Tutor (when expected)
- Subject Area Manager for the Programme area
- HE Partnership Manager (when expected)
- Module Leaders / teaching staff
- Student representatives

C. Terms of Reference

1. To provide a formal forum to discuss issues impacting on the students, and discuss any issues that students have brought to the attention of the Programme Team. To capture and act on “the student voice”.
2. To provide an opportunity for discussion and review of approaches, innovation, developments, resources and activity related to the subject area.
3. To consider and determine operational issues relating to programme delivery and marketing. This could include student assessment, peer observation of teaching, continuing professional development (to include the effectiveness of scholarly activity), admissions and progression.
4. Review and make suggestions relating to student course/programme/module handbooks.
5. Monitor and review the effectiveness of the virtual learning environment (VLE) against the agreed standards.

6. To monitor engagement with the HE Library Plus (HE.LP) programme and contribute to the development of study skills.
7. To ensure that the HE Librarian is provided with updated reading lists and to make recommendations regarding the purchase of learning resources.
8. To assure that the Head of Faculty is made aware of issues relating to the programme through formal minutes. The Head of Faculty should then be in a position to represent the programme at Higher Education Management Team.
9. Discuss strategic issues that could include viability, resources, (human and physical), quality assurance issues, marketing etc.

D. Meetings cycle

Frequency of meetings should be at least termly, however should circumstances require it, meetings should be arranged to fit need at the discretion of the Chair. There must be a meeting at the beginning of the academic year to assure smooth commencement. The meeting schedule needs to be confirmed with the Head of Faculty at the start of the Academic Year with a copy provided to the Assistant Director HE: Curriculum and Quality.

E. Other notes

Papers should be received in advance of the meetings along with the agenda. Minutes of meetings will be prepared for formal approval of accuracy and monitoring and distributed to the Head of Faculty and Assistant Director HE: Curriculum and Quality.

Staff Student Liaison Committees

Terms of Reference

2015 – 18

Higher Education Directorate



SSLC MEMBERSHIP & TERMS OF REFERENCE

The Role of Staff Student Liaison Committees

Staff Student Liaison Committees (SSLCs) fit within the wider Higher Education Student Engagement Strategy. They primarily focus on academic, programme related matters and demonstrate the University Centre's commitment to receiving and acting upon the views of students studying on higher education programmes in order to continue to enhance and improve the provision itself and the student experience. SSLCs can be held with Representatives of all years of study or with the whole student group of an academic year.

A. Membership

Student Experience and Engagement Officer

Student Representatives

University Representative (as appropriate)

Whole student group (as appropriate)

In attendance:

Link Tutor (minimum of one meeting per year)

Programme Team

Representatives from the HE Curriculum and Quality Team

Representatives from the Faculty

There should be a minimum of 2 student representatives invited to attend, meetings will be organised by year of study, these representatives should be elected by their peers on an annual basis. However, it could be decided to include additional students e.g. having specific part time student representatives for each year or even including the whole group where there are smaller cohorts.

The course coordinator should usually be present, along with a minute taker (normally from the faculty administration team). Additional staff - including support staff, module leaders, HE Partnership Manager or partner university representatives - could be in attendance if there are relevant agenda items, but ideally staff would not outnumber the students in attendance.

B. Terms of Reference

The remit of SSLCs will include:

- * To provide a two way channel of communication between staff and students and the partner HEI related to the student learning experience
- * To highlight best practice, along with constructively critiquing the programme
- * To review and evaluate the teaching methods, content, assessment and quality of individual programmes
- * To discuss External Examiner Reports / Module Evaluations / Annual Programme Monitoring Reports and make recommendations as appropriate
- * To consider the outcomes of National Student Survey data and the reasons behind it
- * To have a formal channel for raising and addressing issues or concerns.

C. Quorum

3 members as a minimum and a minuting secretary.

D. Meeting Cycle

There should be a minimum of three meetings per year to be held in October, February and May. One meeting should occur within the first 6 weeks of the academic year and others should occur prior to the Student Representative Committee meetings. Additional meetings could be arranged as necessary as requested by the student representative or awarding body.

Dates and times of SSLC meetings should be published in advance via notice boards, email circulation, the Virtual Learning Environment etc.

E. Other Notes

The Student Experience and Engagement Officer will Chair the meeting. The Chair will prepare a draft agenda (see samples below) but Student Representatives or staff may request for items to be included in the agenda prior to the meeting

The Chair should ensure all students are given the opportunity to contribute and the meeting is not dominated by any individual student / year group. Essentially meetings should be student focused and led and the outcomes and responses to any issues raised should be widely circulated.

Minutes of meetings will be prepared (by the minute taker) and presented at the following meeting for formal approval of accuracy and monitoring actions. All agreed actions recorded in the minutes should be clearly assigned to named individuals responsible for the specific action. These will be forwarded to university contacts where appropriate and the Student Experience and Engagement Officer, who will collate any issues in the overall Student Voice Quality Improvement Plan (QIP) presented at each Higher Education Board of Studies. Minutes should be made available to all students on the. Feedback on actions will be addressed at the subsequent SSLC.

Programme Coordinators are responsible for ensuring that a minimum of three meetings are arranged each year, dates are published in advance, appropriate students attend and minutes are taken then passed onto the Student Experience and Engagement Officer.

SSLC Agenda Templates



Staff Student Liaison Committee

Programme

Date – Oct / Nov

Time

Venue

1. Introduction & Apologies
2. Minutes of the Last Meeting / Matters Arising
3. Feedback on Actions Completed from Previous Meetings
4. External Examiners Report and Action Plan
5. Student Support (Tutorial Support, Academic Support, Central Support Services)
6. Overall Organisation & Management (Are timetables clear, accurate & working, are any changes communicated effectively, are handbooks clear / helpful)
7. Facilities and Resources (Library, Computer & Specialist Facilities & Resources)
8. Any other business
9. Date for next Meeting
10. SEEO to speak to students confidentially (omitted from the minutes)



Staff Student Liaison Committee

Programme

Date – Feb / March

Time

Venue

1. Apologies
2. Minutes of the Last Meeting / Matters Arising
3. Feedback on Actions Completed from Previous Meetings
4. NSS (results and actions from previous year along with highlight importance of Y2 students participating)
5. Teaching, Assessment and Feedback (Is teaching interesting/ stimulating, is feedback prompt & helpful in providing guidance regarding improvements)
6. Discussion regarding any Minor / Major modifications planned for the course
7. Evaluation of units delivered to date
8. Any Other Business
9. Date Of Next Meeting
10. SEEO to speak to students confidentially (omitted from the minutes)



Staff Student Liaison Committee

Programme

Date – April / May

Time

Venue

1. Apologies
2. Minutes of the Last Meeting / Matters Arising
3. Feedback on Actions Completed from Previous Meetings
4. Review of Guest Lectures / Lecturers offered throughout the year
5. Annual Programme Monitoring Report (Students to help to construct & comment on content for the academic year)
6. Personal Development (Has the Confidence, knowledge and communication skills of students increased during the academic year)
7. Any Other Business
8. Date Of Next Meeting
9. SEEO to speak to students confidentially (omitted from the minutes)

Student Representative Committee

Terms of Reference
2015 – 18

Higher Education Directorate



Student Representative Committee Terms of Reference

The Role of Student Representative Committee

Higher Education Student Representative Committee fit within the wider Higher Education Student Engagement Strategy. The Student Representative Committees focus on cross UCW issues affecting all higher education students, and demonstrate UCW's commitment to receiving and acting upon the views of students studying on higher education programmes in order to enhance the overall student experience.

A. Membership

HE Student Experience and Engagement Officer (Chair)
Assistant Director HE: Academic Registry
HE Partnership Managers (as appropriate)
Y1 Student Representatives x2 from every course
Y2 Student Representatives x2 from every course
Y3 (Part time) Student Representatives where appropriate x 2 from every course
BA / BSc Student Representatives x 2 from every course
Student Governor
UWE Student Representative
BSU Student Representative

All student representatives (2 per year group from each course) should be invited to attend the Student Representative Committee. These representatives should be elected by their peers on an annual basis at the start of term.

B. Terms of Reference

The remit of the Student Representative Committee will include:

- To enable a two way channel of communication between staff and students related to the student experience
- To review and evaluate cross UCW events and activities including Induction & Enrolment, Fresher's Week, Social Activities etc.
- To monitor UCW's progress towards achieving the KPIs related to student engagement
- To review the effectiveness of the Student Engagement Strategy and supporting processes
- To provide the organisation with a group to consult regarding new proposals, strategies, policies and procedures effecting higher education students
- To highlight best practice, along with constructively critiquing the UCW structures and procedures
- To discuss facilities and resources available and make recommendations for the future as appropriate
- To have a formal channel for raising and addressing issues or concerns that students consider were not adequately addressed through the Staff Student Liaison Committees

C. Quorum

The majority of attendees should be student representatives. The decision to postpone the meeting due to lack of student attendees will be at the Chair's discretion.

D. Meeting Cycle

There should be a minimum of three meetings per year to be held in October, February and May. Additional meetings could be arranged as necessary as requested by the Student Representatives, HE Student Experience and Engagement Officer, or other appropriate HE Directorate Staff.

Dates and times of meetings should be published in advance.

E. Other notes

Meetings will be chaired by the HE Student Experience and Engagement Officer who will prepare a draft agenda but Student Representatives may request for items to be included in the agenda prior to the meeting.

Students who are unable to attend may provide written comment / feedback, either on agenda items or under any other business. This should be submitted in advance to the HE Student Experience and Engagement Officer to be brought to the meeting.

Minutes of meetings will be prepared (by the minute taker) and presented at the following meeting for formal approval of accuracy and monitoring actions. All agreed actions recorded in the minutes should be clearly assigned to named individuals responsible for the specific action. These will be forwarded to the Student Experience and Engagement Officer / Assistant Director HE; Academic Registry who will collate any issues in the overall Quality Improvement Plan presented at Higher Education Board of Studies. Minutes should be made as widely available as possible to all students.

The HE Student Experience and Engagement Officer is responsible for ensuring that a minimum of three meetings are arranged each year, dates are published in advance, the agenda is finalised, refreshments are organised, appropriate students attend and minutes are taken and then passed onto the relevant staff / students.