

## **Course Committee Terms of Reference** **2024-25**

Course Committees meet to consider, to review and provide formal feedback on and resolution to:

### **Student/Apprentice Experience**

- Matters raised by course representatives, students/apprentices, tutors and staff
- Matters relating to equality and diversity, and academic/personal support and guidance
- Plans for activities to enhance the student/apprentice experience at course level (including student survey campaigns, welcome week organisation and social belonging and retention events planning).

### **Course/Apprenticeship Delivery**

- Matters relating to teaching, assessment, feedback, course structure and workload
- Matters relating to work experience and real-world skills development opportunities (i.e. placements, internships, volunteering etc.) workplace learning and careers support
- The operational running and delivery of the course(s) to ensure that academic standards are maintained and enhanced during the current academic year
- The inclusive nature of course design, delivery and assessment to meet the diverse range of needs of students on the course(s)
- Proposals for course structure modification and new modules.

### **Resources and Facilities**

- The availability of relevant teaching and learning materials/equipment, buildings, library and IT provision.

### **Course Quality Management and Enhancement**

- The results from any methods of course feedback from students, including (where appropriate) National Student Survey (NSS), EvaSys and Postgraduate Taught Experience Survey (PTES), and to respond as necessary to any issues raised
- External examiner(s) comments
- Course monitoring plans, considering the actions and good practice listed
- Planning for and documentation related to course periodic review, new course approval and relevant other external review processes e.g. accreditation by a professional body, where applicable.

### **Celebrating Student and Staff Success**

- Aspects of good practice in course delivery and to facilitate sharing that with course teams
- The formal celebration of student and staff success.

## Committee Membership

This is flexible but the core membership should be:

- Chair: Usually the Course Director, Course Leader or Nominee
- Secretary: Administrator (Student and Academic Service)
- Student Representatives: All available Course Representatives for each of the courses included. (Ideally at least 1 Course Representative present per course)
- All relevant Course Leaders and Course Directors
- Technician, Library and Learning Support Services representatives (if appropriate)
- Staff with management or leadership oversight of the courses (E.g. Academic Practice Learning Managers) and staff that make a significant teaching contribution to the courses
- One Service User/Carer (for courses where there is a professional requirement)
- Work-Based Education Officers (for apprenticeships)
- Apprenticeship Quality Officer (for apprenticeships)

In attendance:

Other members of staff as appropriate, by invitation. For example, for courses delivered in partnership, Academic Link Tutors may attend.

Members are expected to attend all Committees. There is no formal quorum; instead, the chair will decide whether the business of the meeting can be conducted based on the members present, ensuring adequate student representation.