

## QUALITY AND STANDARDS COMMITTEE –TERMS OF REFERENCE

### Responsibility of the Committee

The Quality and Standards Committee is a sub-committee of and reports to the Academic Board.

The Quality and Standards Committee is responsible for:

- Developing, monitoring and evaluating the implementation of Arden University's Regulatory Framework and its constituent regulations, policies and quality assurance and enhancement procedures and advising Academic Board on recommended changes to regulations and quality process.
- Managing on behalf of Academic Board the approval of new and changes to existing programmes, reporting outcomes and making recommendations to Academic Board.
- Maintaining oversight of the health of programmes, considering outcomes of programme monitoring and review, student engagement and external examination mechanisms and advising Academic Board on the outcomes of this activity.

### Composition

- Chair: Registrar
- Pro Vice Chancellor (Academic)
- Head of Quality
- Deputy Registrar
- Senior Quality Manager (Partnerships)
- Director of Student Achievement or nominee
- Heads of Schools
- Two Programme Team Leaders, nominated by Pro Vice Chancellor (Academic)
- Elected student representative appointed from programme representatives
- Head of Berlin Campus
- Student Representative Vice Presidents (Distance Learning/Berlin/Blended Learning)

Other members may be co-opted by the Committee.

Nominated membership will be reviewed periodically by the Pro Vice Chancellor (Academic).

### Quorum

The quorum is 50% of the membership.

Where decisions are taken via iQuality, these must have the support of the majority of respondents.

### Terms of Reference

1. To review Arden University's Regulatory Framework and its constituent regulations, policies and procedures on an annual basis.
2. To recommend changes to the Regulatory Framework and its constituent regulations, policies and procedures to Academic Board.
3. To consider proposals for changes to regulations, policies and procedures.



4. To maintain oversight on behalf of Academic Board of course annual monitoring activity, including the receipt, monitoring and review of annual reports and associated action plans.
5. To review at least annually the comparative success rates for students with different characteristics, to include consideration of the University's priority groups under its Access and Participation Plan, and to liaise and share data with the Access and Participation Committee in this respect.
6. To receive and consider Course Committee minutes and make an annual report to Academic Board on the effectiveness of the Course Committee process.
7. To monitor the effectiveness of student representation mechanisms and make an annual report to Academic Board.
8. On behalf of Academic Board, to oversee the validation process.
9. On behalf of Academic Board, to consider the approval of new programmes and revalidation of existing programmes based on the outcome of the validation process.
10. On behalf of the Academic Board consider recommendations for programme closure based on outcomes of the periodic review process and maintain oversight of programme closure arrangements.
11. On behalf of Academic Board, to consider approval of major and minor modifications to programmes and modules.
12. To undertake an annual review of the validation processes and outcomes, and make an annual report to Academic Board.
13. To commission thematic reviews on an ad hoc basis.
14. To oversee the approval, appointment, and removal of External Examiners.
15. To maintain oversight of External Examiner reports and associated responses by Course Committees and/or Programme Leaders and make an annual report to Academic Board.
16. To maintain oversight of external regulatory reporting.

**Last approved by Academic Board: September 2020**