

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 overall purpose of the committee is to oversee and enhance quality activities and academic standards on behalf of 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.
- Monitoring the quality of the student experience and maintaining academic standards.

Composition

- Chair: Academic Registrar
- Deputy Chair: Registrar
- Deputy Vice Chancellor (Academic)
- Head of Quality
- Senior Quality Manager (Partnerships)
- Director of Student Experience or nominee
- Director of the Centre for Academic Partnerships
- Deans of Faculties
- Heads/Deputy Heads of Schools
- Two Programme Leaders, nominated by Deputy Vice Chancellor (Academic)
- Representative from Apprenticeships Team
- Elected student representative appointed from programme representatives
- Head of Berlin / International Arden Campus (or nominee)
- 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 Deputy Vice Chancellor (Academic).

If a member is unable to attend a meeting, they should arrange for a deputy to attend in their place.

Quorum

The quorum is 50% of the membership.

Where decisions are taken outside of meetings 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; and to recommend any changes / proposed changes to Academic Board.
2. To maintain oversight of course monitoring activity, including the regular receipt, monitoring and review of annual reports, associated action plans and annual rolling action plans (ARAP).
3. To receive and consider Course Committee minutes and report annually to Academic Board on the effectiveness of Course Committee process.
4. To consider reports and monitor outcomes from the approval of new programmes, periodic reviews and the revalidation of existing programmes.
5. Consider recommendations for programme closure based on outcomes from periodic reviews and maintain oversight of programme closure arrangements.
6. To consider approval of major and minor modifications to programmes and modules.
7. To oversee the University's programme approval/validation processes, review annually and present outcomes and recommendations to Academic Board.
8. To commission thematic reviews on an ad hoc basis as deemed appropriate.
9. To oversee the approval, appointment, and removal of External Examiners.
10. To maintain oversight of External Examiner reports and associated responses by Course Committees and/or Programme Leaders report annually to Academic Board.
11. To maintain oversight of external regulatory reporting.
12. To maintain oversight of external regulatory requirements. (including OfS, Ofsted and PSRB requirements).
13. To oversee the quality assurance process for all collaborative academic partnerships involving the delivery of University Awards.
14. In the context of the Annual Report of Quality and Standards, 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.

Last approved by Academic Board: September 2021