Guidance (iv)
Faculty Education Committee

Terms of Reference and Membership

Type: Standing Committee
Reporting line: University Education Committee
Timing: Twice a year, November and May
Cycle: Academic Council

Terms of Reference

i.   To monitor the effective implementation of policies and practice for the continuous enhancement of teaching quality, learning environment and student outcomes as prioritised by the University's Town House Strategy;

ii. To promote, develop and monitor progress against faculty strategic education objectives and priorities; To maintain oversight of the operation of academic related support for students, including the Personal Tutor Scheme.

iii. To monitor changes to the faculty's academic portfolio and ensure it remains current and is being developed/maintained in alignment with the University's Town House Strategy;

iv. To receive and consider minutes from the School Education Committees and act upon issues identified therein, either by direct action in the faculty or via referral to the School or University Education Committees;

v.   To consider matters referred to the Committee by the University Education Committee;

vi. To refer matters to other standing committees as appropriate, including the University Education Committee and the Regulatory Framework Committee.

Membership

The following membership is indicative; it is the responsibility of the Chair to ensure the best balance of membership to ensure appropriate deliberation of the educational character of the faculty.

Core

- Associate Dean for Learning and Teaching (or equivalent) (Chair)
- Heads of School
- Head of Resources and Planning
- School Directors of Learning and Teaching
- Library & Learning Services representative

- Learning and Teaching Enhancement Centre representative (nominated by Head of LTEC)
- Faculty Employability Partner
- Student Systems and Engagement Manager
- Faculty PTS Lead
- Faculty Student & Course Manager
- Assistant Registrar (QAE) (Clerk)

Co-opted for specific items

- Additional representation may be invited to attend as required by the agenda.

Quoracy

The meeting shall be quorate if, within twenty minutes of the published start time of the meeting, at least 50% of the members are present and there is a representative for each of the Schools in the Faculty. If a quorum is not present after twenty minutes, the meeting shall stand adjourned and a special meeting shall be summoned as soon as reasonably practicable. Alternatively, the Chair can continue proceedings on an informal basis. In the event that the meeting proceeds on an informal basis, any decisions taken will be circulated to the full membership via email for ratification as soon as possible after the meeting. Any members who do not respond by the deadline (10 working days after receipt of the email) will be deemed to be assenting to the decision made. There is no minimum quoracy threshold for informal meetings; however, it is at the discretion of the Chair whether to proceed with the meeting on an informal basis in light of the number of members present.

Standard Agenda

1	**Welcome and apologies for absence**	
2	**Minutes of previous meetings**	
3	**Matters Arising**	
4	**Items for discussion**	
4.1	**…**	
5	**Standing items**	
5.1	**Report from Associate Dean of Learning and Teaching**	
5.2	**Report from School of Director of Learning Teaching**	
5.3	**Student Voice Update**	
5.4	**Library and Learning Services Update**	
5.5	**LTEC Update**	
5.6	**Student Engagement Update**	
5.7	**Careers and Employability Service Update**	
5.8	**Faculty portfolio update**	
6.	**Items to note**	
6.1	Papers from QAPCC and EC	
7	**Any Other Business**	
8	**Date of the next meeting**	