

EDUCATION COMMITTEE

Type: Standing Committee

Reporting Line: Academic Council

Timing: 6 per academic year

Cycle: Academic Council

TERMS OF REFERENCE/FUNCTIONS:

1. To identify and promote institutional understanding of teaching excellence at Kingston informed by our own context and developing sector practice.
2. To develop and support policy and practice for the continuous enhancement of teaching, quality and the learning environment and to monitor the effectiveness and impact of those initiatives.
3. To support, implement, and monitor, through the receipt of regular reports, those initiatives developed to enhance student outcomes, and to agree mitigating action if any risks to student outcomes are identified.
4. To develop and maintain the quality assurance and enhancement framework to ensure it safeguards standards, underpins student success and support, and includes the mechanisms to automatically trigger corrective action.
5. To ensure that all relevant external quality assessment requirements are met.
6. To maintain strategic oversight of the University's academic portfolio.
7. To maintain oversight of Professional, Statutory and Regulatory Body (PSRB) activities and accreditations.
8. To have oversight of the University's approach to assuring the completeness, accuracy, reliability and fitness for purpose of information provided for applicants and students.
9. To receive and consider relevant annual reports and to refer issues of relevance or note to Academic Council and/or other committees, as appropriate.
10. To identify, discuss and agree appropriate mitigating action in relation to academic issues and risks.
11. To consider matters raised by members, and to direct members to communicate and/or consult on proposals and initiatives within their faculties.
12. To direct the work of approved sub-committees and groups and to receive reports and recommendations therefrom.

MEMBERSHIP:

Pro Vice-Chancellor Education (Chair)
The Associate Dean for Learning and Teaching (or equivalent) from each faculty [4]
A nominated member of academic staff (normally a Head of School or a School Director of Learning and Teaching) from each faculty [4]
Head of Quality Assurance and Enhancement (Clerk)
Head of Learning and Teaching Enhancement
Head of Technology Enhanced Learning
Head of Library and Learning Services
Director of Student Development and Graduate Success
Executive Director, Student Services
Student Services Director
Apprenticeships Compliance Manager (or their nominee)
Head of Planning
Student Recruitment and Admissions Director
Lead for Academic Student Success
Two nominated Campus Officers from the Kingston Students Union [2]

Total membership: 22

In attendance:

Deputy Academic Registrar (Regulations, Assessment & Student Casework)
Head of IT
Head of Finance Shared Services
Head of Graduate Research School & Researcher Development
Senior Planning Manager, Planning
Student Voice and Insight Manager, Union of Kingston Students
Senior Academic Project Manager, QAE (Minute Secretary)

Other members of professional or academic staff 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. 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.

Where members are unable to attend a meeting, they should inform the Minute Secretary and nominate an alternative representative to attend in their place. If a member fails to attend two or more meetings within an academic year, this will be flagged to the Chair.

The full Rules and Procedures are available at: [Committee \(sharepoint.com\)](#)

SUB-COMMITTEES / SUB-GROUPS / STEERING GROUPS

The Education Committee has the following sub-committees:

- Faculty Education Committees (FEC)
- Quality Assurance Portfolio Change Committee (QAPCC)

The Education Committee has the following sub-groups/steering groups:

- Portfolio Management Group (PMG)
- Apprenticeship Operations and Compliance Group
- Learning and Teaching Spaces Advisory Group (LTSAG)
- Student Voice Group (SVG)
- Academic Information Monitoring Group (AIMG)
- Teaching Excellence Steering Group (TESG)