

**MEMBERSHIP AND TERMS OF REFERENCE OF THE LEARNING AND TEACHING COMMITTEE,
STUDENT EXPERIENCE COMMITTEE AND STUDENT AFFAIRS COMMITTEE 2015/16**

Learning and Teaching Committee

Membership

The Pro-Vice-Chancellor (Academic) (Chair)
Academic Director of Taught Programmes
Academic Director of Learning and Teaching Enhancement
Academic Director of Postgraduate Research Degree Programmes
Academic Director of Partnerships
Head of Staff Development
Director of the Learning and Teaching Service
Director of the Research and Enterprise Division
Director of Information Services
Director of Library Services
Dean of Students
Associate Dean of the Learning, Teaching and Quality Committee of each Faculty
The Undergraduate Education Officer of the Union of UEA Students
The Postgraduate Education Officer of the Union of UEA Students
The Welfare, Community and Diversity Officer of the Union of UEA Students
UCS representative:
City College Norwich Representative
One member nominated by the Students' Council
Secretary Ms M Pavey (Learning & Teaching Services)

Terms of Reference

- (1) To define with the approval of the Senate, implement and review the University's strategies for learning and teaching, in line with the University's corporate strategy and taking into account Faculty and School strategic aims;
- (2) To develop policies, regulatory frameworks and Codes of Practice that secure the standards of the University's awards, assure the quality of the student experience and encourage innovation in learning and teaching;
- (3) To ensure compliance with those policies, regulatory frameworks and Codes of Practice through Learning and Teaching governance arrangements which comply with the University's Statutes;
- (4) To monitor the impact of those policies, regulatory frameworks and Codes of Practice on academic standards and the student experience including equality of opportunity, and to ensure that remedial action is taken where the outcomes do not meet University's requirements or those of external regulatory bodies (including those relating to disability and physical access to buildings);
- (5) To appoint examiners, on behalf of the Senate, for all taught and research programmes on the recommendation of the responsible officer or body of the School;
- (6) In accordance with the above terms of reference, to consider matters brought forward for its attention by the Senate, the Academic Director of Taught Programmes and Academic Director of Research Programmes and the subcommittees of the Learning and Teaching Committee and to delegate matters appropriately for action;
- (7) To liaise with other agencies within the University on matters of mutual concern including matters of resource allocation as it effects the delivery of learning and teaching;
- (8) To consider and report annually to Senate upon:
 - (a) the maintenance of academic standards based on the outcomes of the University's external examiner reporting system and

(b) matters concerning the equality of opportunity of students.

Senate 11.06.2014 Minute 34

Student Experience Committee- Sub-Committee of the Learning and Teaching Committee

Membership

Pro-Vice-Chancellor (Academic) (Chair)
The Dean of Students
Director of the Learning and Teaching Services
Academic Director of Taught Programmes
Academic Director of Learning and Teaching Enhancement
Academic Director of Postgraduate Research Degree Programmes
Director of Information Services or nominee
Director of Estates and Buildings
Director of Planning or nominee
The Undergraduate Education Officer of the Union of UEA Students
The Postgraduate Education Officer of the Union of UEA Students
Welfare, Community and Diversity Officer of the Union of UEA Students
Activities and Opportunities Officer of the Union of UEA Students
Campaigns and Democracy Officer of the Union of UEA Students
Independent Member of Council
A representative of each Faculty nominated by the Dean of each Faculty
Learning and Teaching Committee Manager (Secretary)

Terms of Reference

The Student Experience Committee will meet at least three times a year:

1. To consider all matters relating to the UEA student experience including:
 - (a) the recreation, welfare and well-being of students;
 - (b) the provision of services, facilities and amenities for students;
 - (c) reports from the Student Affairs Group and Student Safety Group;
 - (d) reports from the Students Union, including the annual Student Experience Report;
 - (e) the results of the NSS and similar.

2. To make or endorse recommendations for consideration by Learning and Teaching Committee and other relevant University committees as required.

Senate 11.06.2014 Minute 34

Students Affairs Group – Sub-Committee of the Student Experience Committee:

Membership

Dean of Students (Chair)
Deputy Dean of Students (Residences and Services) (Vice-Chair)
Deputy Dean of Students (Information and Advice)
Director of Sport (PES)
Head of Wellbeing
Joint Head of the Careers Centre
Director of Estates
University Health Physician
Head of Students Services INTO
Senior Resident Tutor
Head of User Services
Undergraduate Education Officer of the Union of UEA Students
Welfare, Community and Diversity Officer of the Union of UEA Students
Chaplaincy Representative
Information Services Directorate Representative
Chief Executive of the Students' Union
Accommodation Manager

Assistant Head of Communications
Student Services Manager (Secretary)
Learning and Teaching Service representative
PGR Services representative
Academic Director Taught Programmes
Academic Director of PGR Programmes

Terms of Reference

To meet at regular intervals throughout the year to consider matters arising from and relating to:

- (i) the recreation, welfare and well-being of students;
- (ii) the provision of services, facilities and amenities for students.

To report regularly to the Student Experience Committee; and on any issue deemed appropriate for university-wide consideration.