

Terms of Reference and Membership for Learning and Teaching Committee, Student Experience Committee and Student Affairs Group 2016/17

LEARNING AND TEACHING COMMITTEE

Membership:

1. Ex officio The Pro-Vice-Chancellor (Academic) (Chair)
2. Academic Director of Taught Programmes
3. Academic Director of Learning and Teaching Enhancement
4. Academic Director of Research Degree Programmes
5. Academic Director of Partnerships
6. Head of Staff Development
7. Director of Student and Academic Services
8. Director of the Research and Enterprise Division
9. Director of Information Services
10. Director of Library Services
11. Director of Student Services
12. Chair (Associate Dean) of the Learning, Teaching and Quality Committee of each Faculty
13. The Undergraduate Education Officer of the Union of UEA Students
14. The Postgraduate Education Officer of the Union of UEA Students
15. The Welfare, Community and Diversity Officer of the Union of UEA Students
16. The Campaigns and Democracy Officer of the Union of UEA Students
17. UCS Representative
18. City College Norwich Representative

Secretary - Learning and Teaching Manager

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); 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

STUDENT EXPERIENCE COMMITTEE

(Sub-Committee of the Learning and Teaching Committee)

Membership:

1. Pro-Vice-Chancellor (Academic) (Chair)
2. Director of Student Services
3. Director of Student and Academic Services
4. Academic Director of Taught Programmes
5. Academic Director of Learning and Teaching Enhancement
6. Academic Director of Research Degree Programmes
7. Director of Information Services or nominee
8. Director of Estates and Buildings
9. Market Research Manager
10. Undergraduate Education Officer of the Union of UEA Students
11. Postgraduate Education Officer of the Union of UEA Students
12. Activities and Opportunities Officer of the Union of UEA Students
13. Campaigns and Democracy Officer of the Union of UEA Students
14. Welfare, Community and Diversity Officer of the Union of UEA Students
15. Independent Member of Council - TBC
16. A representative of each Faculty nominated by the Dean of each Faculty

Secretary - Learning & Teaching Manager

Terms of Reference

(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 (including Learning and Teaching 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;

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

STUDENT AFFAIRS GROUP

(Sub-Committee of the Student Experience Committee)

Membership

1. The Director of Student Services (Chair)
2. The Head of Student Services
3. Head of Wellbeing
4. The Director Physical Education and Sport
5. Joint Head of the Careers Service
6. Director of Estates
7. University Health Physician
8. Head of Advice (Union of UEA Students)
9. Undergraduate Education Officer of the Union of UEA Students
10. Welfare, Community and Diversity Officer of the Union of UEA Students
11. Multifaith Centre Representative
12. Information Services Directorate Representative
13. Learning and Teaching Services Representative
14. PGR Services Representative

15. Academic Director of Taught Programmes
16. Academic Director of PGR Programmes
17. Assistant Head of Communications
18. Accommodation Manager
19. IT Service Desk Manager

Secretary Student Services Manager (Secretary)

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.