

## **Terms of Reference and Membership for Learning and Teaching Committee, Student Experience Committee. Student Affairs Group, Student Sport & Physical Activity Committee and Widening Participation Committee 2017/18**

### **LEARNING AND TEACHING COMMITTEE**

#### **Membership**

The Pro-Vice-Chancellor (Academic) (Chair)  
Academic Director of Taught Programmes  
**Academic Director of Widening Participation**  
Academic Director of Postgraduate Research Degree Programmes  
Academic Director of Partnerships  
Head of Staff Development  
Director of Student and Academic Services  
Director of the Research and Innovation Division  
Director of Information Services  
Director of Library Services  
Director of Student Services  
Chair (Associate Dean) of the Learning, Teaching and Quality Committee of each Faculty  
Undergraduate Education Officer of the Union of UEA Students  
Postgraduate Education Officer of the Union of UEA Students  
Welfare, Community and Diversity Officer of the Union of UEA Students  
Campaigns and Democracy Officer of the Union of UEA students  
City College Norwich Representative Mr J. White  
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); 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**

Pro-Vice-Chancellor (Academic) (Chair)  
Academic Director of Taught Programmes  
Academic Director of Widening Participation  
Academic Director of Postgraduate Research Degree Programmes  
Director of Student Services  
Director of Student and Academic Services  
Director of Information Services or nominee  
Director of Estates and Buildings  
Joint Head of the Careers Service –representing Director of Research and Innovation Division (new)  
Market Research Manager (representing Director of Finance and Planning)  
Widening Participation Manager (new)  
Undergraduate Education Officer of the Union of UEA Students  
Postgraduate Education Officer of the Union of UEA Students  
Activities and Opportunities Officer of the Union of UEA Students  
Welfare, Community and Diversity Officer of the Union of UEA Students  
Campaigns and Democracy Officer of the Union of UEA Students  
Independent Member of Council – Mr Jeremy Clayton  
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**

Director of Student Services (Chair)  
Head of Student Services (Vice-Chair)  
Head of Wellbeing  
Director of Physical Education and Sport  
Joint Head of the Careers Service  
Director of Estates or representative  
University Health Physician  
Multifaith Centre representative  
Accommodation Manager  
Information Services Directorate representative  
Learning and Teaching Services representative  
PGR Services representative  
Academic Director of Taught Programmes  
Academic Director of PGR Programmes  
Assistant Head of Communications  
IT Service Desk Manager  
Head of Student Services (INTO)

The Head of Advice (Union of UEA Students)  
Welfare, Community and Diversity Officer  
Campaigns and Democracy Officer  
Undergraduate Education Officer  
Postgraduate Education Officer  
Activities and Opportunities Officer  
Part Time Officer  
Part Time Officer

Student Services Manager (Secretary)

### **Terms of Reference**

- (1) To meet as needed but no less than once per calendar month to consider the Welfare and well-being of students and the student experience regarding the provision of services, facilities and amenities.
- (2) In considering the student experience to:
  - (i) Agree cross-departmental actions in relation to emergent student concerns where no regulatory changes are required to effect agreed changes
  - (ii) Discuss process improvements that will impact positively on the student experience and make recommendations for consideration by other bodies as appropriate
  - (iii) Agree early interventions in response to resolve practical concerns raised by the student body over the course of the year
  - (iv) Facilitate thematic discussions with students and feed the results of those discussions into SEC and where appropriate make proposals for regulatory changes to be considered
- (3) To report regularly to the Student Experience Committee; and to provide regular updates to the University community on the work of the Group.

### **STUDENT SPORT AND PHYSICAL ACTIVITY COMMITTEE**

(Sub-Committee of the Student Experience Committee)

#### **Membership**

Director of Sport (Chair),  
Student representatives (max of 5 representatives appointed by SU (the Activities and Opportunities Officer to include representation from the student sports executive and students participating in more general physical activities).,  
Assistant Director of Student Sport Development  
Student Sport Manager

*Additional invites will go out to PVC Academic (Neil Ward), Assistant Registrar (Lisa Williams), a senior academic representative, SU Chief Executive (Jim Dickinson) and Head of Opportunities (SU) requesting attendance a minimum of once per annum.*

#### **Terms of Reference**

1. To oversee the development of and approve a strategy for student sport and physical activity at UEA, ensuring the active engagement of the breadth of the student body and key stakeholders.
2. To approve the use of allocated student sport budgets (financial and facility).<sup>1</sup>
3. To set and monitor progress against participation targets for all aspects of Student Sport with particular reference to Equality and Diversity.<sup>2</sup>

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<sup>1</sup> NB: Challenges for changes to allocation must be followed by clear and reasonable discussions; students however will not be able to determine what is spent / charges levied relating to externally funded sources or for Sportspark activities

<sup>2</sup> NB: Transparency for these are critical – work with SU / UEA to provide accurate participation information (ueactive is also possible source of evidence for analysis of E&D stats) and agreed targets being set for each year.

4. To ensure appropriate focus on the contribution of student sport programmes to the University's wider health and wellbeing agendas.
5. To oversee efforts to secure sponsorship for UEA Sport, through a creative, collaborative and non-conflicting approach (between UEASU and UEA's sport department).
6. To approve the annual charging schedule for student sport to students.<sup>3</sup>
7. To develop and oversee effort for sports awards.<sup>4</sup>
8. To develop and enhance the student sport / physical activity programme through improved promotion and coordination across campus.

## **WIDENING PARTICIPATION COMMITTEE**

(Sub-Committee of the Learning and Teaching Committee)

Pro Vice Chancellor Academic (Chair) – Professor Neil Ward  
 Academic Director of Widening Participation – Helena Gillespie  
 Academic Director of Taught Programmes – Dr Clive Matthews  
 Academic Director of Admissions – Professor Richard Harvey  
 Assistant Head of Outreach – Charlotte Wheatland  
 Widening Participation Manager – Becky Price  
 Head of Student Services – Jane Amos  
 Head of Careers Service – Julie Schofield/ James Goodwin  
 Head of Equality and Diversity – Helen Murdoch  
 Representative of the Partnerships Office – Laurence Daly  
 Academic Outreach Fellow (SCI) – Vacant  
 Director of Outreach (HUM) – Kim Ridealgh  
 Director of Outreach (SSF) – Kristina Garner  
 Academic Outreach Fellow (FMH) – Vacant  
 Lecturer in Health Sciences and Academic Support – Patricia Harris  
 Undergraduate Education Officer – Mary Leishman  
 Welfare, Community & Diversity Officer - India Edwards  
 Secretary – Widening Participation Officer – Rosie Hannant

In attendance

Assistant Director of Student Advocacy at the Students Union – Lou Chiu

### **Terms of Reference**

- 1) To set the strategy of approach to widening participation at UEA across the student lifecycle including input into UEA's Access Agreement and Monitoring Return.
- 2) To monitor UEA performance in terms of gaps between widening participation and non-widening participation and/or in comparison to the sector on key metrics including:
  - Non-continuation
  - Student Experience and Engagement results
  - Academic performance including good honours

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<sup>3</sup> NB: For SAM and clubs subs only i.e. oversight of individual club membership pricing, comparative to allocated subsidy. There is potential for tiered pricing structure for SAM. SP fees to students may also be discussed but not subject to the committee's responsibilities.

<sup>4</sup> NB: To work with students / SU on developing a well-attended awards ceremony. DoS aiming to introduce 'Colours' subject to UEA approval.

- Progression to work or further study
- 3) To consider implications of UEA, sector and policy changes on widening participation students.
- 4) To consider cost/benefit of potential major initiatives to address widening participation as appropriate.
- 5) To monitor the impact of UEA policies, regulatory frameworks and Codes of Practice on academic standards and the student experience from the perspective of widening participation and 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).
- 6) To consider and report annually on matters concerning widening participation and equality of opportunity of students.