

**LTC09D148**

Title: **Nomenclature of Committees**  
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## **Nomenclature of Committees**

### **1. Background**

Members may recall that one of the advisable recommendations following the Institutional Audit in 2009 by the Quality Assurance Agency was that the University should “specify the limits of acceptable variability and practice at school level with particular reference to nomenclature for key committees. This concern was felt to contribute to some ambiguity and a designation of roles and responsibilities at Faculty level and below.”

### **2. Action**

Faculty Associate Deans (LTQ) were asked to investigate and discuss the issue of nomenclature and current practice within the Schools of their respective Faculties.

The position in two the four Faculties is presented in appendices A and B attached.

It is worth reminding the committee that as part of its review of governance in 2005 onwards, the University Council and Senate permitted Schools to disband teaching committees with certain provisos. This may account for the variation in nomenclature as between Committee/Advisory Group etc., noted by the QAA auditors in 2009. A further observation is that the variable size of Schools, including some small Schools such as Music, means that it is not possible for Schools to operate separate committees. In this case, the School of Music has a multi-purpose committee to do duty across a range of responsibilities.

### **3. Analysis**

The response of the Faculty of Science indicates that:

- there are no issues around the title of School Board;
- there appear to be no issues with regard to the title of Boards of Examiners;
- most Heads of School have an executive group that have adopted various titles such as Executive Group, Strategy Committee, Faculty Meeting or Management Executive/Committee;
- meetings which deal with teaching matters are variously entitled Teaching Executive or Teaching Committee with one Teaching Advisory Group. All except one School refer to the Staff/Student Liaison Committee – Environmental Sciences splits it into Undergraduate Affairs and a Postgraduate Taught Affairs Committee;
- at postgraduate research level, there are two Research Executives, one Graduate Affairs Committee and one Research Advisory Group.

The Faculty of Health's response shows that:

- all three Schools have a School Executive so there is no issue here;
- Two of the Schools (NAM and MED) have a Teaching Committee whilst AHP has a Teaching Executive. Below this level, there are a range of variously-titled course committees or course management groups;
- PgR matters are considered by a sub-group of the Faculty of Health Research Committee across all three Schools described as the PgR Sub-Group;
- AHP and MED each has a Staff/Student Liaison Committee whilst in NAM it is referred to as the Student Council.

Responses for the Faculties of Social Sciences and Arts and Humanities are awaited.

#### **4. Recommendations and Further Action**

- a) It was unclear at the time of audit precisely what had prompted the auditors' concern about committee titles although understanding other institutions' committee structures and the relationships between them may sometimes pose a challenge. Nevertheless, we have a responsibility to pause and check whether the range of titles which appear to be in use are appropriate and that they do not lead to any confusion regarding roles and responsibilities (as it may have done for the auditors).
- b) LTC may not have the authority to be prescriptive about appropriate titles across the range of Committees but it may wish to strongly urge that each Faculty/School be clear about its Committee/Group structure and lines of responsibility; that it can readily explain these and their inter-relationships to an outsider; and that the information is widely available, including to students.
- c) Accordingly and as indicated above, there are no issues with regard to nomenclature of School Boards and School Boards of Examiners. With regard to nomenclature of other committees and groups, the Committee is invited to comment on the following **principles:-**
  - to reaffirm the principle that a formal committee be referred to as a committee but where the status is not formal, the word "group" should be used (following the practice with the Learning and Teaching Committee's Taught Programmes Policy Group and Postgraduate Research Programmes Policy Group for example);
  - that the adjective 'advisory' would be acceptable before 'group';
  - that where an alternative title other than Staff/Student Liaison Committee is used (e.g. UG Affairs Committee or Student Council), the appellation SSLC should follow in brackets for clarity;
  - that it is a matter for Heads of School to determine whether or not there is a Group or Committee that is executive, managerial or strategic in approach but that use of Committee or Group should be on the basic principle outlined above.

**FOH : NOMENCLATURE IN SCHOOLS**

<b>COMMITTEE/GROUP</b>	<b>SCHOOL/FACULTY</b>	<b>NOTES</b>
<b>Staff/Student committees</b>		
SSLC	AHP, MED	
Student Council	NAM	
<b>School Executives</b>		
	AHP, MED, NAM	
<b>Teaching committees</b>		
Teaching Executive	AHP	
Teaching Committee	NAM	
-	MED	
<b>Course Committees/Groups</b>		* these have student reps
Course Management Group*	AHP	
CDD*	MED	MBBS programme (2 members of this are on MED Executive)
Course Training Committee*	MED	ClinPsyD programme
Course committees	NAM	One committee for each programme (as an NMC requirement)
PGT Directors*	FOH	
Pre-Reg Management Board	NAM	
Post-Reg Management Board	NAM	
MSc Health Sciences Course Team	FOH	
MClinEd Course Team	AHP	
<b>Other</b>		
PGR Sub Group	FOH	Sub-group of FOH Research Committee

# Faculty of Science

## Titles of Committees 2009-2010

	School Board	School Exec	Teaching Exec	Other Teaching Cttee	PGT Teaching	Staff Student Liaison Group	PGT SSLG	Exam Boards UG	Exam Board PGT	PGR
<b>BIOLOGICAL SCIENCES</b>	School Board	BIO Exec	Teaching Exec	n/a	PGT Working Group	Staff Student Liaison Group (or sometimes Committee)	part of UG committee	BIO Exam Board	3 separate exam boards - 1 for each course	PGR Exec
<b>CHEMISTRY</b>	School Board	Management Exec	Teaching Exec	n/a	same as UG	Staff Student Liaison Committee	n/a	CHE Exam Board	CHE Exam Board	n/a
<b>COMPUTING SCIENCE</b>	School Board	CMP Exec	Teaching Committee	Assessment and Feedback Working Group	Teaching Committee	Staff Student Liaison Committee	part of UG committee	CMP UG Board of Examiners	CMP MSc Board of Examiners	CMP Research Exec
<b>ENVIRONMENTAL SCIENCES</b>	School Board (Chair = HOS, Secretary = School FM)	Executive Group (Chair = HOS, Sec = HOS Secretary)	Teaching Exec (Chair = DoT, Secretary = School FM)	n/a	Teaching Exec (Chair = Dot, Secretary=School FM)	UG Affairs Committee	PG Taught Affairs Committee	ENV UG Board of Examiners (2 x Boards of Examiners)	ENV PGT Board of Examiners	Graduate Affairs Committee
<b>MATHEMATICS</b>	School Board	Faculty Meeting	Teaching Advisory Group	n/a	Teaching Advisory Group	Staff Student Liaison Committee	part of UG committee	MTH Board of Examiners	MTH Board of Examiners	MTH Research Advisory Group
<b>PHARMACY</b>	School Board	PHA Strategy Committee Management Cttee	Teaching Exec Course Management Cttee	n/a	PGT Course Management Cttee	Staff Student Liaison Cttee	part of UG committee	PHA Exam Board	PHA PGT Exam Board	
<b>SCIENCE</b>	x	x	Natural Sciences Teaching and Admissions Committee	x	x	Staff Student Liaison Committee	x	Nat Sci Board of Examiners	x	x

exec or advisory group?

should be groups?