To report

(1) that Senate has the following Committees and Sub-Committees:
   a) Learning and Teaching Committee
      • Student Experience Committee
         o Travel and Expeditions Committee
         o Student Affairs Group
      • Postgraduate Research Executive
      • Faculty Learning and Teaching Quality Committees
   b) Senate Student Discipline Committee
   c) Senate Student Discipline Appeals Committee
   d) Honorary Degrees and Awards Committee
   e) University Campus Suffolk Joint Academic Committee
   f) University Promotions Committee
      • Faculty Promotions Committees

(2) that the terms of office of the following persons expire on 31 July 2013.

Honorary Degrees and Appointments Committee
Professor C.W.E. Bigsby

Senate Student Discipline Committee
Dr E Priyadharsini
Professor A Johnston
Dr G Wheeler
Dr S Dell

(3) that nominees are being sought for the two above committees and the Senate Student Disciplinary Appeals Committee.

(4) the membership and changes to membership of the following Committees and Sub Committees as detailed below:

(i) changes to the membership of the Learning and Teaching Committee, Student Experience Committee and Student Affairs Group following the creation of a new postgraduate education sabbatical officer role.

(ii) the inclusion of the Academic Director (Learning and Teaching Enhancement) as a member of the Learning and Teaching Committee
(1) Learning and Teaching Committee
The Pro-Vice-Chancellor (Academic) (Chair)
Academic Director of Taught Programmes
Academic Director of Learning and Teaching Enhancement (new post)
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 Service
Director of Information Services
Director of Library Services
Dean of Students
Chair (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 (new post)
UCS representative: Prof P Cavenagh
City College Norwich Representative Mr J. White
One member nominated by the Students’ Council
One graduate student nominated by the Graduate Students’ Association (previously two)
Secretary Ms M Pavey (Learning & Teaching Services)

(2) Postgraduate Research Executive
Pro-Vice-Chancellor (Academic) (Chair)
Academic Director of Postgraduate Research Degree Programmes
Associate Dean for Postgraduate Research of each Faculty
Chair of the Graduate Studies Committee, John Innes Centre
President of the Graduate Students’ Association / Postgraduate Education Officer of the Union of UEA Students
Director of the Research and Enterprise Service
Director of Admissions, Recruitment and Marketing
Head of Postgraduate Research Service (Secretary)

(3) Student Experience Committee:
Pro-Vice-Chancellor (Academic) (Chair)
The Dean of Students
Director of the Learning and Teaching Services
Academic Director of Taught Programmes
Academic Director of Postgraduate Research Degree Programmes
Director of Information Services or nominee
Director of Estates and Buildings
Director of Planning
The Undergraduate Education Officer of the Union of UEA Students
The Postgraduate Education Officer of the Union of UEA Students
Community and Student Rights Officer of the Union of UEA Students
International Officer of the Union of UEA Students
President of the Graduate Students’ Association
Independent Member of Council
A representative of each Faculty nominated by the Dean of each Faculty
Learning and Teaching Committee Manager (Secretary)

(4) Students Affairs Group – Sub-Committee of the Student Experience Committee:
Dean of Students (Chair)
The Deputy Dean of Students (Vice-Chair)
The Director of Physical Education and Sport
The Director of the University Counselling Service
The Director of the Careers Centre
The Director of Estates
The University Health Physician
The Head of International Student Advisory Services
The Undergraduate Education Officer of the Union of UEA Students
The Postgraduate Education Officer of the Union of UEA Students
The Community and Student Rights Officer of the Union of UEA Students
The President of the Graduate Students’ Association
Chaplaincy Representative
Information Services Directorate Representative
Union of UEA General Manager
Student Services Manager (Secretary)
Learning and Teaching Services representative
PGR Services representative
Academic Director of Taught Programmes
Academic Director of PGR Programmes

(5) **Travel and Expeditions Committee - Sub-Committee of the Student Experience Committee:**
- The Pro-Vice-Chancellor (Academic)
- The Dean of Students
- The Finance Officer of the Union of UEA Students
- Four members appointed by the Student Experience Committee (one of whom shall be Chair) drawn from across the institution with a particular interest in and experience of expeditions and/or overseas travel
- Dr R. Boar (Chair)
- Dr G. Mutungi
- Dr J. Pattenden
- Dr V. Sekules
- Four student members appointed by the Students’ Council, one from each Faculty and, ideally, including at least one undergraduate and one postgraduate student

The Sub-Committee may co-opt member(s) if additional expertise and/or experience is required

Secretary Dean of Students’ Office representative

(6) **Faculty Learning and Teaching Quality Committee(s)**
- Ex-officio
- The Associate Dean (Learning, Teaching and Quality) (Chair)
- The School Directors of Learning, Teaching and Quality*
- Faculty Learning, Teaching and Quality portfolio holders as designated by the Faculty Executive
- The Academic Officer of the Union of UEA Students

One undergraduate representative appointed by the Union Council following campus-wide election. The undergraduate representative shall therefore normally be the elected Faculty Convenor.
One postgraduate representative as appointed by the Union Council

Secretary LTS Manager or Co-coordinator appointed by Director of Learning & Teaching Service

* Where the Faculty Associate Dean of Learning, Teaching and Quality is also a School Director of Learning, Teaching and Quality, the School may nominate another relevant member of staff to take the place of the School Director.

(7) **University Promotions Committee:**
- Ex officio
- The Vice-Chancellor (Chair)
- The Pro-Vice-Chancellors
- The Executive Deans of Faculty
- Director of Human Resources (Secretary)

(8) **Faculty Promotions Committee(s):**
- Ex officio
- The Executive Dean of the Faculty– (Chair)
- The Heads of Schools of the Faculty
- The Human Resources Manager (Secretary)
The Joint Academic Committee for University Campus Suffolk

Membership is as follows:

Appointed by the University of East Anglia:
Ex officio:
Pro-Vice-Chancellor Academic (or Nominee) (Joint Chair)
Director of Learning and Teaching Services (or Nominee)
Academic Director of Partnerships (or Nominee)
Three members appointed by the Senate

Appointed by the University of Essex:
Ex officio:
Dean of Academic Partnerships (Joint Chair)
Academic Registrar (or Nominee)
Deputy Academic Registrar (Academic Standards and Partnerships) (or Nominee)
Three members appointed by the Senate

Appointed by University Campus Suffolk:
Ex officio:
Provost
Deputy Provost (External Relations and Development)
Deputy Provost (Finance and Resources)
Director of the Office of Academic Development
Academic Registrar and Director of Academic Services
UCS Director of Planning and Partnerships
UCS Head of Academic Partnerships and Support
UCS Head of Quality Enhancement
Head of the Graduate School
Head of School of Applied Social Sciences
Head of School of Arts and Humanities
Head of School of Business, Leadership and Enterprise
Head of School of Science Technology and Health
Head of School of Nursing and Midwifery

Appointed by the UCS Learning Network Centres:
One senior representative from each Centre:
  • UCS Great Yarmouth
  • UCS Lowestoft
  • UCS Otley
  • UCS at Suffolk New College
  • UCS Bury St Edmunds
President (Education and Engagement), UCS Union

Secretary to JAC - a senior administrator nominated by the UEA Director of University Services (or Nominee) and the Essex Academic Registrar.