

**MEMBERSHIP AND TERMS OF REFERENCE OF THE LEARNING AND TEACHING COMMITTEE,
STUDENT EXPERIENCE COMMITTEE AND STUDENT AFFAIRS COMMITTEE 2014/15**

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 Service
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
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
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 affects 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 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
 Welfare, Community and Diversity 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)

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)
 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 Welfare, Community and Diversity 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 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.