

## **Academic Standards and Quality Committee**

*(a sub-committee of the Education Committee)*

### Terms of reference

- (i) To be responsible, on behalf of the Education Committee for ensuring that all taught and research programmes leading to Lancaster University awards, whether delivered in Lancaster or elsewhere, are of comparable academic standard and offer an equivalent educational experience, through:
- the development and implementation of institution-wide quality assurance policies and procedures for ensuring high standards of learning and teaching;
  - the regular review of quality assurance policies and procedures to ensure that they are properly implemented and remain fit for purpose;
  - the encouragement of quality enhancement practices in learning, teaching and assessment and to disseminate effective practice;
  - ensuring that student progress and academic welfare are monitored effectively through agreed procedures and appropriate follow-up action taken.
- (ii) To provide advice, where necessary, to committees responsible for approving programme and module proposals (faculty teaching committees and the Collaborative Provision Teaching Committee).
- (iii) To consider reports and data from:
- Faculty Teaching Committees;
  - Collaborative Provision Oversight Committee;
  - Collaborative Provision Teaching Committee;
  - annual institutional summary of external examiners reports;
  - module and programme feedback data aggregated at departmental and faculty level;
  - faculty and institutional summaries of annual teaching review reports and individual Periodic Quality Review reports;
  - institutional-level student survey results (including NSS, PTES, PRES),
- relating to the operation of quality assurance and enhancement processes, for all undergraduate and postgraduate provision, whether delivered in Lancaster or elsewhere, and to be responsible for identifying appropriate actions.
- (iv) To approve, on behalf of Senate and after appropriate consultation, the University's academic regulations governing all taught and research programmes leading to Lancaster University awards, whether delivered in Lancaster or elsewhere, and to ensure that the approved regulations are applied and observed.
- (v) To oversee the University's relationship with external bodies in the area of quality assurance and enhancement, including:
- consideration of reports from external bodies;
  - consideration of relevant external policy developments;
  - making recommendations as appropriate.

- (vi) To commission time-limited project groups addressing learning, teaching and assessment issues to make recommendations as appropriate.
- (vii) To ensure that full consideration is given to the equality and diversity implications of the implementation of procedures and regulations relating to admissions, teaching, learning and assessment procedures.

Committee Composition

*(ex officio)*

Vice-Chancellor

Provost for Student Experience, Colleges and the Library

University Dean for Academic Quality (in the Chair)

Associate Dean for Teaching (Postgraduate), Faculty of Arts and Social Sciences

Associate Dean for Teaching (Undergraduate), Faculty of Arts and Social Sciences

Associate Dean (Education) (Postgraduate), Faculty of Health and Medicine

Associate Dean (Education) (Undergraduate), Faculty of Health and Medicine

Associate Dean (Postgraduate Studies), Management School

Associate Dean (Undergraduate Education), Management School

Associate Dean for Teaching (Postgraduate), Faculty of Science and Technology

Associate Dean for Teaching (Undergraduate), Faculty of Science and Technology

Vice-President Education, Students' Union

Head of Academic Standards and Quality

Head of Student Registry

Director of Library Services and Learning Development

*(in attendance)*

Head of Educational Development (or nominee)

Quality Assurance and Enhancement Manager, Faculty of Arts and Social Sciences

Quality Assurance and Enhancement Manager, Faculty of Health and Medicine

Quality Assurance and Enhancement Officer, Management School

Quality Assurance and Enhancement Manager, Faculty of Science and Technology

One member of staff from the Students' Union

Procedure

1. The Committee will meet at least four times a year and the schedule of meetings will be organised to coordinate with the schedule of quality assurance processes.
2. In accordance with the agreed schedule of delegations the Committee will:
  - (i) take decisions on behalf of the Education Committee and/or Senate;
  - (ii) make recommendations for Education Committee's and/or Senate's consideration and approval.
3. An annual report will be made to the Education Committee on academic quality and standards.

4. The Committee will bring to the attention of the Education Committee any major issues relating to the academic quality and standards of Lancaster programmes and Lancaster awards.
5. The Secretary of the Committee will be a member of staff from Academic Standards and Quality.
6. Associate Deans for Teaching/Education may send named alternates.
7. The quoracy for the Committee shall be half the membership plus one.