



Senate

Paper Title	Proposed Education Quality Board Draft terms of reference and membership
Outcome requested	Senate is asked to consider and approve the attached draft terms of reference and membership for the new Education Quality Board.
Points to note and further information	<p>In 2013-14 Senate approved the establishment of a new sub-board to consider educational quality assurance and enhancement (minute 2013.06 refers, 3 October 2013). One of the purposes of the new sub-board is to assist Senate to operate more effectively by taking on the detailed consideration of matters relating to academic standards and quality assurance, and to make recommendations on these issues to Senate.</p> <p>Given that the Vice-Principal Teaching and Learning Advisory Group (VPTLAG) already undertakes some work in this area it was decided that VPTLAG should review its terms of reference and membership to expand its remit covering the quality assurance and enhancement of academic programmes, and its broader work on quality management and enhancement. VPTLAG has discussed the proposal at several meetings, and at its last meeting on 22 October 2014 agreed a final proposal to revise its terms of reference and membership. VPTLAG now recommends to Senate that it should be reformulated to become a formal sub-board of Senate and renamed the Education Quality Board.</p> <p>Under the new arrangements:</p> <ul style="list-style-type: none">• the Vice-Principal (Student Experience, Teaching and Learning) will chair the new Board;• the academic membership will be expanded by including as members all Chairs of Degree Examination Boards, the Director of the Doctoral College, and the QM Lead for International Student Experience;• the number of meetings will increase from three to four per annum to provide for the additional business. <p>Subject to Senate's approval, the transition from the Vice-Principal Teaching and Learning Advisory Group to the Education Quality Board will take place with immediate effect.</p>

	The first meeting would be held on 28 January 2014.
Questions to consider	Senate is asked to approve the proposed terms of reference and membership for the new Education Quality Board.
Regulatory/statutory reference points	Senate has general responsibility under the Ordinances for the academic activity of Queen Mary, including procedures that relate to academic standards, academic quality and the quality of the student experience. The Board will assist Senate in meeting its responsibilities.
Strategy and risk	The work of the Board will be a significant factor in preparing for Higher Education Review. Failure to achieve a satisfactory outcome in Higher Education Review would lead to reputational damage and potentially the loss of our license to sponsor international students in the UK.
Reporting/consideration route for the paper	For approval by Senate
Author	Jonathan Morgan, Academic Registrar and Council Secretary Jane Pallant, Deputy Academic Registrar
Sponsor	Vice-Principal (Student Experience, Teaching and Learning)

DRAFT FOR APPROVAL BY SENATE

Education Quality Board

Terms of Reference:

1. To consider and advise Senate on institutional strategies and policies which enhance learning, teaching and assessment across all Queen Mary programmes, by:
 - [a] promoting excellent, research-informed teaching practice and curriculum design, and encouraging innovative approaches to learning;
 - [b] supporting the development of staff involved in teaching and assessment;
 - [c] promoting developments in learning technologies and resources;
 - [d] supporting widening participation and outreach activities;
 - [e] taking steps to maximise the academic and career success of our diverse student body;
 - [f] analysing relevant performance indicators in relation to student progress and achievement, and student satisfaction.
2. To monitor indicators of progress in the Student Experience, Teaching, Learning and Assessment Strategy.
3. To consider and advise Senate on policies and mechanisms for assuring academic standards and quality at Queen Mary through a risk-based approach.
4. To scrutinise and report to Senate on the outcomes of quality assurance mechanisms, including:
 - [a] matters arising from the conduct of examination boards, including external examiners' reports;
 - [b] reports from external agencies, including the QAA, HEFCE, PSRBs and Research Councils;
 - [c] reports and action plans arising from annual programme reviews, periodic reviews and student surveys.
5. To establish groups to undertake specific tasks related to the Board's remit and to consider recommendations from these groups.
6. To provide regular reports to Senate, including recommendations for further action where appropriate.

Proposed Membership

Chair

(Vice-Principal, Student Experience, Teaching and Learning)

Faculty Deans for Taught Programmes or their nominee:

Faculty of Humanities and Social Sciences

Faculty of Science and Engineering

School of Medicine and Dentistry

Director of the Doctoral College

Lead for International Student Experience

Student members and a sabbatical officer from the Students' Union:

One student representative elected from each Faculty and Postgraduate Taught Student Representatives

Vice-President Education, QMSU

Student representative Faculty of Humanities and Social Sciences

Student representative Faculty of Science and Engineering

Student representative School of Medicine and Dentistry (Clinical)

Student representative Postgraduate Taught Representative

Student representative Postgraduate Research Representative

Representatives of relevant Professional Services departments or nominee

Academic Registrar and Secretary to Council

Deputy Academic Registrar, ARCS

Assistant Director Academic Services and Resources, Student Services

Director and Head of Educational Development, Centre for Academic and Professional Development

Head of Strategic Planning

Director, ITS

Chairs of Degree Examination Boards

UG Arts Degree Examination Board

UG Dentistry Degree Examination Board

UG Engineering Degree Examination Board

UG Laws Degree Examination Board

UG Medicine Degree Examination Board

UG Sciences Degree Examination Board

PG Arts Degree Examination Board

PG Laws Degree Examination Board

PG Medicine and Dentistry Degree Examination Board

PG Sciences Degree Examination Board

One Chair of a Subject Examination Board from each faculty

Faculty of Humanities and Social Sciences

Faculty of Science and Engineering

School of Medicine and Dentistry

Chairs of Groups reporting to the Board

E-Learning Steering Group

Engagement, Retention and Success Projects Group

Library Users Forum

Staff Development Advisory Group

Student Experience Advisory Board

Taught Programmes Planning Group

In attendance:

Executive Officer (Teaching & Learning)

Queen Mary Student Union staff member

Secretary (from the Academic Registry and Council Secretariat)