

Departmental Committees

Purpose

To be responsible to the relevant ASQC for the implementation of the University's quality and standards procedures as it relates to taught provision with the department.

Composition

Head of Department – Chair

Library Services (nominee)

All programme managers and appropriate Associate Heads of Department as determined by the Head of Department

Module leaders (to be invited for specific business)

Staff with overall responsibility for UG or PGT programmes, if appropriate

Student Representatives (a minimum of 4, split by UG and PG as appropriate to the department structure)

In attendance

Academic Services (officer)

In attendance: Any member of staff may attend at the invite of the Chair, and may contribute to the discussions.

Terms of Reference

To be responsible to the relevant Academic Standards and Quality Committee for implementation of the University's quality and standards mechanisms as it relates to taught provision within the department.

To be responsible to the relevant ASQC for the student experience within the department

To act as a forum for programme related issues across the department emanating from the programme management teams.

1. The monitoring, evaluation and ongoing enhancement of the academic standards and quality of the department's programmes and, where necessary, to advise the Departmental Executive or ASQC as appropriate;
2. To receive reports from SRSFs on action which requires consideration by the Department, and where necessary, advise the Departmental Executive or ASQC as appropriate;
3. The management of assessment requirements and processes;
4. The approval of the annual report of the monitoring and evaluation of the department's programmes and oversight of actions arising there from;
5. Advising the departmental executive on initial proposals for module/programme development/changes;
6. Identification of department staff development needs and advising the department executive of such;
7. Identification of programme-related resources needs and advising the department executive of such.

Minimum number of members that must be present to constitute a valid meeting (Quorum):

One-third of the members eligible to attend

Frequency of meetings:

Five per year

For more information please contact:

academicgovernance@uwe.ac.uk