**UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION**

**Committee structure of the Academic Board**

**HERTFORDSHIRE HIGHER EDUCATION CONSORTIUM QUALITY AND MANAGEMENT COMMITTEE**

It is implicit that in exercising the powers delegated to it, or discharging the responsibilities assigned to it by the Academic Board, that within the limits of its authority, a committee or board of the Academic Board may require action to be taken by another committee or board of the

Academic Board.

(Amendments to the version published previously are shown in italics.)

**TERMS OF REFERENCE**

The Consortium Quality and Management Committee will be a sub-committee of the University’s Academic Standards and Audit Committee.

The Committee will be accountable to the Academic Standards and Audit Committee for exercising the following responsibilities and delegated powers on its behalf in respect of all taught higher education provision within each College in the Consortium:

1. to review annually the target student number distribution within the Consortium for consideration at the Consortium Strategy Group (CSG).
2. to discuss strategic developments of the Consortium as determined by the CSG, taking action as appropriate to deliver the strategic target.
3. to oversee marketing and student recruitment activities and consider how best to both support and engage the Colleges and Schools in the delivery of successful activities.
4. to be responsible for the interpretation and proposal of procedures for the design, validation, monitoring and evaluation and quality enhancement of programmes and for increasing the effectiveness of programme management and academic co-ordination across the Consortium;
5. to provide a forum for the discussion and dissemination of good practice in the pursuit of academic quality management and enhancement of the student learning experience;
6. to address common quality issues relating to HE provision within the Consortium and seek common approaches where appropriate, monitoring specifically the achievement of parity of standards across Programmes operating in more than one location;
7. to advise the Consortium concerning staff development needs in relation to University and external body guidelines and codes of practice;
8. to advise the consortium concerning requirements for the preparation for QAA or other relevant audits and reviews;
9. to exercise such other responsibilities as may be assigned to it from time to time by the Academic Standards and Audit Committee.
10. to receive and consider the annual report of the Key Account Manager for the Programmes, the Recruitment and Admissions and Student Services Group.

The Committee shall make an Annual Report on its activities to the Academic Standards and Audit Committee of the University, and the Academic Board or equivalent body of each College Member.

D **COMPOSITION**

D.1 The Chair of the Committee will be appointed by the Vice-Chancellor of the University.

D.2 **College Principals**

College Principals shall have right of attendance at meetings of the Consortium Quality and Management Committee.

D.3 **Chair of the Academic Standards and Audit Committee**

The Chair of the University’s Academic Standards and Audit Committee shall have right of attendance at meetings of the Consortium Quality and Management Committee.

**Category**

1 A Chair nominated by the Vice-Chancellor of the University.

2 University Director of Academic Quality Assurance (or named alternate).

3 Academic Registrar (or named alternate)

4 Higher Education Managers (or equivalent/named alternate).

5 Head of Academic Partnerships

6 University Key Account Manager for Consortium programmes.

7 Representatives of University School Academic Committees (or named alternates) nominated by the relevant Dean of School for each School with validated Consortium provision.

8 A representative of the Consortium Partnership Leaders for the Consortium Programmes.

9 A representative of the Marketing and Communications Department.

10 A representative of the Learning and Teaching Innovation Centre.

11 A representative of the UHSU

**Officers in Attendance**

Partnership Administration Manager (Clerk to the Committee)

E **GOVERNANCE AND OPERATION OF THE COMMITTEE**

E.1 The Consortium Quality and Management Committee:

i is a committee of the Academic Board and will conduct its business in accordance with the Standing Orders of the Academic Board;

ii will note the Standing Orders of the Academic Board at the first meeting of each University Academic Year and any subsequent changes to these;

iii will normally meet not less than three (**3**) times in each University Academic Year and formal minutes of the Committee’s proceedings will be published and circulated by Governance Services;

iv will note its terms of reference, composition and membership at the first meeting of each University Academic Year and any subsequent changes to these.

E.2 **College Principals and the Chair of the Academic Standards and Audit Committee**

The Clerk will ensure that the Agenda and Minutes of meetings of the Consortium Quality and Management Committee are published to College Principals and to the Chair of the University’s Academic Standards and Audit Committee.

E.3 **Committee records**

E.3.1 The primary record of this Committee’s business will be the Minute Book which is the structured manual file required by Standing Orders. The Clerk is responsible for the accuracy and completeness of the Minute Book, which will conform with the requirements of Standing Orders and will be held by the Head of Governance Services. The Minute Book is part of the permanent record of University business.

E.3.2 In addition, all of the component documents which form the Minute Book will be stored, electronically, on the University’s Electronic Document Records Management System in accordance with the protocols determined from time-to-time by the Head of Governance Services.

F **MEMBERSHIP**

1 A Chair nominated by the Vice-Chancellor of the University Scott Isaacs

2 University Director of Academic Quality Assurance Professor Frank Haddleton

(Dr Jo Cahill)

3 Academic Registrar (or named alternate) Julie Kelly

(Nigel Thomas)

4 Higher Education Managers (or named alternates), nominated by the College Principals

Hertford Regional College Katie Kennedy

(Sue Mountain)

North Hertfordshire College Ewan Mendez

(Kerry Pritchett)

Oaklands College Viren Amin

(Lee Birkett)

West Herts College Michele Harding

(Naomi Douglas)

5 Head of Academic Partnerships Scott Isaacs

6 University Key Account Manager for Consortium programmes Charlotte Gale

7 Representatives of University School Academic Committees

(or named alternates) nominated by the relevant Dean of School

Creative Arts Antje Illner

Physics, Engineering and Computer Science Mariana Lilley

(Azita Pourghasem)

Hertfordshire Business School Wilson Hylton

(Jon Easter)

Life and Medical Sciences *Dr Phil Porter*

(Dr Stefanie Schmeer)

Schools of Law and Education Barbara Henry

(Alison McLauchlin)

8 Partnership Administrative Manager (or named alternate) Christian Lavelle

9 A representative of the Marketing and Communication Department Chris Dunks

10 A representative of the Learning and Teaching Innovation Centre Dominic Bygate

11 A representative of the UHSU *Manoj Nagireddy*

**Officers in Attendance**

Partnership Administrative Manager (Clerk to the Committee) [Christian Lavelle]