UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

Committee structure of the Academic Board

# EDUCATION AND STUDENT EXPERIENCE COMMITTEE

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

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.

A QUORUM: 9

# B TERMS OF REFERENCE

Scope of responsibilities

B.1 Undergraduate, taught postgraduate, research degree students and apprenticeship learners.

The University Policy and Regulations define ‘student’ as an individual learner registered on a programme, regardless of level or mode of study, which either leads to a University of Hertfordshire award or for which the University of Hertfordshire is responsible for the standards and quality of provision, including any individual who is a research student with current registration at the University of Hertfordshire, or any individual on a University of Hertfordshire programme who is an apprentice (see section 13 of UPR GV08 ‘Glossary of Approved Terminology’).

The Education and Student Experience Committee is responsible to the Academic Board for the student experience of undergraduate and taught postgraduate students and, in terms of the student experience of research degree students and apprenticeship learners, for student experience issues of a more generic nature, and for the enhancement of that experience.

(It is recognised that for research degrees students, certain issues affecting their student experience, for example, quality of supervision, should be dealt with by the Research Degrees Board. However, student experience issues of a more generic nature will be addressed by the Education and Student Experience Committee. In cases where it is unclear where principal responsibility lies, it will be for the Education and Student Experience Committee and the Research Degrees Board to determine this between them and to report their decision in their respective Annual Reports to the Academic Board.)

(It is recognised that for apprenticeship learners, certain issues affecting their student experience, for example, quality of workplace mentoring, should be dealt with by the Apprenticeship Advisory Group and the School.  However, student experience issues of a more generic nature will be addressed by the Education and Student Experience Committee.  In cases where it is unclear where principal responsibility lies, it will be for the Education and Student Experience Committee and the Apprenticeship Advisory Group to determine this between them and to report their decision in their respective Annual Reports.)

Principal responsibilities of the Education and Student Experience Committee

B.2 The principal responsibilities of the Education and Student Experience Committee are:

i to lead on the Education and Student Experience strategy and its implementation, and to ensure that it aligns with the education strand of the University’s Strategic Plan;

ii to listen and respond to the student voice and to consider the outcomes of student surveys and plan action in relation to those;

iii to establish mechanisms to foster good relations amongst all students and the integration of students into the learning community.

Terms of Reference

B.3 To monitor, review and develop the Education and Student Experience Strategy (or equivalent).

B.4 To maintain an overview of learning, teaching and assessment initiatives and policies.

B.5 To promote, enhance and disseminate effective and innovative learning, teaching and assessment practice.

B.6 To act as a proactive and strategic body for learning, teaching and curricula matters including quality enhancement and sharing of good practice.

B.7 To inform the planning and development of the University learning environment, ensuring alignment with the learning, teaching and assessment strategy and staff and student requirements.

B.8 To support Deans of School in discharging their responsibilities for the enhancement of the education and student experience.

B.9 To develop effective strategies and promote widening access and student success.

B.10 To develop and monitor the implementation of effective strategies for student progression, continuation and attainment.

B.11 To develop effective strategies and monitor student employment and employability.

B.12 To ensure that welfare/pastoral support, student wellbeing and personal development mechanisms for students are available and effective.

B.13 To ensure that effective use is made of student feedback to enhance the student experience.

B.14 To promote effective student engagement in the shaping of their learning experience.

B.15 To consider the impact of University services on the education and student experience and as appropriate, highlight areas for development or of concern.

B.16 To identify staff development priorities and training needs related to enhancing the education and student experience.

B.17 On behalf of the Academic Board, to determine strategies, procedures and practices to give effect to the policies, regulations and strategies approved by the Board in respect of the education and student experience.

B.18 To exercise such other responsibilities as may be assigned to it from time-to-time by the Academic Board.

Research degrees students

B.19 To receive regular reports concerning student experience matters affecting research degree students.

Apprenticeship learners

B.20 To ensure appropriate consideration at each meeting of matters relating to the University’s apprenticeship provision.

B.21 To receive matters arising from the Apprenticeship Advisory Group concerning education and student experience matters affecting apprenticeships.

Collaborative provision

B.22 To ensure appropriate consideration at each meeting of matters relating to the University’s collaborative provision.

B.23 To receive regular reports on the education and student experience in relation to the University’s collaborative provision.

Policy and regulation

B.24 To formulate and make recommendations to the Academic Board concerning University policies, regulations and strategies relating to the education and student experience.

School Academic Committees

B.25 To refer and receive reports, as necessary, concerning the business conducted by School Academic Committees.

B.26 To receive Annual Reports from the School Academic Committees.

Academic Board

B.27 To report concerns relating to the student experience and institutional reputation to the Vice-Chancellor and the Academic Board.

B.28 To make a report to the Academic Board concerning the business discharged by the Committee at each meeting.

B.29 To prepare and present an Annual Report to the Academic Board, including performance on the education strand of the Strategic Plan.

C COMPOSITION

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

C.2 Categories 11 and 12

The members in categories 11 and 12 may be represented by an alternate who will be one of the Associate Directors of Academic Quality Assurance, designated from time-to-time by the Director of Academic Quality Assurance, to act in this capacity.

Category

1 A Chair appointed by the Vice-Chancellor

(Pro Vice-Chancellor (Education and Student Experience)) 1

2 A Vice-Chair 1

3 President of the Students’ Union or one (1) elected officer

nominated by the Trustees of the University of Hertfordshire

Students’ Union (or named alternate) 1

4 A student nominated by the Students’ Union 1

5 A representative of the research students nominated by the Research Degrees Board 1

6 A representative of the Postgraduate Taught Students, nominated by the

Associate Deans of School (Learning and Teaching) 1

7 Associate Deans of School (Learning and Teaching) (or named alternate who

shall be the relevant Associate Dean of School (Academic Quality Assurance)) 7

8 Director of Learning and Teaching 1

9 Deputy Director of The Learning and Teaching Innovation Centre 1

10 Director of the Doctoral College[[1]](#footnote-1) (or named alternate) 1

11 Director of Academic Quality Assurance (or alternate) 1

12 Deputy Director of Academic Quality Assurance (or alternate) 1

13 Academic Registrar (or named alternate) 1

14 Dean of Students (or named alternate) 1

15 Chief Information and Digital Officer (or nominee) 1

16 Head of Communications (or named alternate) 1

17 Head of Careers and Employment Service 1

18 Head of Widening Access and Student Success (or named alternate) 1

19 Head of UK Partnerships 1

20 Chair of the Apprenticeship Quality, Learning and Teaching Forum 1

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Officers in Attendance

Associate Dean of School, Physics, Engineering and Computer Science

Associate Dean of School (Student Experience), Humanities

Director of Academic Services

Director of Business Development & Engagement

Head of Equality, Diversity and Inclusion (or named alternate)

Student Voice Manager, HSU

Clerk appointed by the Head of Governance Services

D GOVERNANCE AND OPERATION OF THE COMMITTEE

D.1 The Education and Student Experience 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 academic year and any subsequent changes to these;

iii will meet not less than three (3) times in each academic year (normally once each term) 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 academic year and any subsequent changes to these.

D.2 Committee records

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.

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.

E MEMBERSHIP

Category

1 A Chair appointed by the Vice-Chancellor

(Pro Vice-Chancellor (Education and Student Experience)) Dr Mairi Watson

2 A Vice-Chair *Professor Helen Barefoot*

3 President of the Students’ Union or one (1) elected officer

nominated by the Trustees of the University of Hertfordshire

Students’ Union (or named alternate) *Manoj Kumar Nagrieddy*

4 A student nominated by the Students’ Union Aman Tripathi

5 A representative of the research students nominated by

the Research Degrees Board Brian Jukes

6 A representative of the Postgraduate Taught Students,

nominated by the Associate Deans of School (Learning

and Teaching) Vacant

7 Associate Deans of School (Learning and Teaching)

(and named alternate who shall be the relevant

Associate Dean of School (Academic Quality Assurance))

Creative Arts – CTA Dr Ivan Phillips

(Tony Rosella)

Education – EDU Rosemary Allen

(Alison McLauchlin)

Health and Social Work – HSK Laura Lowe (Dr Cheryl Holman/

Jenny Lorimer)

Hertfordshire Business School – BUS Maria Banks

(Veronica Earle)

Law – LAW  Elizabeth Kirkbride

(Dr Barbara Henry)

Life and Medical Sciences – LMS Suzanne Fergus

(Dr Sherael Webley/

Dr Stefanie Schmeer)

Physics, Engineering and Computer Science – SPECS Dr Stephen Kane

8 Director of Learning and Teaching [*Professor Helen Barefoot*]

9 Deputy Director of Learning and Teaching Innovation Centre *Vacant*

10 Director of the Doctoral College (or named alternate) Dr Susan Grey

11 Director of Academic Quality Assurance (or alternate) Professor Frank Haddleton

12 Deputy Director of Academic Quality Assurance (or alternate) Catherine Rendell

13 Academic Registrar (or named alternate) Julie Kelly

(Lisa Uttley)

14 Dean of Students (or named alternate) Geri Ward

(Claire Hartridge)

15 Chief Information and Digital Officer (or nominee) David Gillard

(Bethan Adams)

16 Head of Communications Samantha Kelly

(or named alternate) (Sharleni Gault)

17 Head of Careers, Employment and Enterprise Anna Levett

18 Head of Widening Access and Student Success Laide Bissessar

(or named alternate) (Dr Julie Vuolo)

19 Head of UK Partnerships Scott Isaacs

20 Chair of the Apprenticeship Quality, Learning and Teaching

Forum Sarah Flynn/

Elizabeth Gormley-Fleming

Officers in Attendance

Associate Dean of School, Physics, Engineering and Computer Science Mariana Lilley

Associate Dean of School (Student Experience), Humanities Dr Ciara Meehan

Director of Academic Services [Lisa Uttley]

Director of Business Development & Engagement Dr Kate Asante

Head of Equality, Diversity and Inclusion (or nominee) Mohammed Ilyas

(Julia Ratcliffe)

Student Voice Manager, HSU Rebecca Hobbs

Clerk appointed by the Head of Governance Services Linda Goodwin

1. The Director of the Doctoral College is also the Director of Research Degrees [↑](#footnote-ref-1)