

Course Committee Terms of Reference (Taught courses)

Where more than one course is being covered by the committee, the minutes should clearly indicate which course is being referred to.

Reports to:	School Education and Experience Committee
Minutes to:	School Education and Experience Committee as part of the Continual Monitoring Process.
Frequency of meetings:	As required, a minimum of twice per year (one per teaching term).
Agenda circulation:	Agendas circulated at least seven days prior to the meeting date.
Meeting schedule:	Meetings will be held each term, usually taking place between teaching weeks 6 and 11
MEMBERSHIP Chair:	Course Leader / Head of Department / Cluster Lead
Core attendees	Course representatives for each course and at least one part-time student (where appropriate) Module Leaders of all modules core to the course Library and Learning Services representative Technician representative (if appropriate) Student Support Hub representative Head of School or Head of Department Academic Skills Tutors IT Services representative Servicing officer
In attendance:	Course staff, making a significant teaching contribution to the course and Supervisors making a significant contribution to the taught stage of the Postgraduate Research (PGR) course, will be entitled to attend

TERMS OF REFERENCE

1. To support the effective quality assurance and enhancement of the student experience and the development of academic standards for all courses considered.
2. To act as a forum for students to express their views about the management, content and delivery of the course(s), including the delivery and assessment of modules (including remote delivery).
3. To facilitate the partnership between the University and student body in developing proposals for enhancing the student experience based on outcomes from all student feedback mechanisms, External Examiner comments and external factors such as professional body requirements and QAA Benchmark Statements. This includes, but is not limited to, activity in relation to course modifications, objectives in the Continual Monitoring Process and action planning in response to student survey outcomes.
4. To identify appropriate actions to be taken in response to issues raised and to ensure that the implementation of these are tracked, escalating as appropriate.
5. To oversee the provision of timely, accurate and consistent course related information for students;- including updates on any proposed course modifications, changes to relevant University policies and course relevant updates provided by professional bodies.
6. To consider issues raised in External Examiner reports.
7. To be responsible for supporting the process for the election of Course Representatives
8. Where the committee includes the taught element of Postgraduate Research (PGR) courses Provide formal yearly student feedback on the course/institutional PGR experience as input into the preparation of the School's annual report on PGR activity.
9. Where the committee includes the taught element of PGR courses: To receive, consider and approve the School's Annual report/Schools Annual reports on PGR activity and identify responsibilities for action to be taken before it is considered by the School Research Degrees Subcommittee.
10. Where the committee includes the taught element of PGR courses: To review progress on the action plans developed in response to the School's Annual report on PGR activity at each meeting.
11. Where the committee includes apprenticeship courses: To consider and respond to learner feedback on additional requirements of apprenticeships including the integration of on and off the job learning, tri-partite reviews, and preparation for End Point Assessment.