

COLLEGE AND SCHOOLS QUALITY COMMITTEES
Guidance on Agenda Items

There are not standard University terms of reference for College and School quality committees. This document aims to assist those administering the committees by providing guidance on key agenda items that these committees may consider. The content has been drawn from the University's quality framework and the School Director of Quality Role Outline.

College Quality Committees

Senate Quality Assurance Committee (SQAC) dates and how key quality process deadlines may link in to College quality committee meetings:

SQAC	College Committee
College representatives are asked to ensure that the outcomes of the Committee's discussions are made available to and considered by the relevant College committee(s).	
Mid-September	<p>During the year College quality committees will support schools' preparations for annual reporting by: providing and discussing college benchmarked data for schools' reflections on performance, including degree classification, college level external examiners report themes, and student surveys data. Equality and diversity aspects will be highlighted where available.</p> <p>Semester 1</p> <ul style="list-style-type: none"> Consider school annual quality reports and identify themes for College annual quality report. May wish to consider a draft of the College annual quality report. In the first meeting, identify good practice from School quality reports to share across the University May wish to consider reporting on external examiner report and response rates to encourage completion in advance of UG report to SQAC Student Support Services Annual Review: College Deans report on outcomes and College committees discuss recommendations which have implications for schools (and report to SQAC on actions taken) <p>Semester 2</p> <ul style="list-style-type: none"> May wish to consider reporting on external examiner report and response rates to encourage completion in advance of PGT report to SQAC
<p>Late November/early December</p> <ul style="list-style-type: none"> External Examiners themes report for UG Annual reports on student complaints, appeals and discipline Student Support Services Annual Review (as appropriate) 	
<p>Late February</p> <p>External Examiners themes report for PGT</p>	
<p>Late-April</p> <p>Data on degree classifications</p>	
<p>Late May</p>	

School Quality Committees

- Annual monitoring – supporting consistent course and programme annual monitoring across the School/Deanery, using information from this to identify good practice and areas for further development (enhancements), consideration of the School annual report (this will help in preparation of the report), consideration of School/Deanery benchmarked data (performance and progression and student surveys) to inform any decisions and/or to identify any priorities/enhancements.
- External examining – nomination of external examiners, monitoring the flow of reports and responses within the expected timeframes, using the analysis of reports and responses to identify good practice and areas for further development for the School/Deanery.
- Student engagement – ensuring effective student engagement within quality processes in the School/Deanery (student representation, Student-Staff Liaison Committees, involvement in internal review, external examiners, student feedback, etc.)
- Internal periodic reviews (teaching/postgraduate programme reviews) – awareness of internal reviews taking place in the School/ Deanery, consideration of the reports (especially good practice commended and areas for further development identified).
- Accreditation and collaboration – oversight of accreditation and collaborative activity within the School/Deanery.
- Enhancement themes – awareness of the current theme and explore opportunities to get involved.
- Enhancement-led Institutional Review – important for the Committee to know in the lead up to a review, should have an awareness of the current institutional priorities from the last review.

September 2019