

QUALITY AND STANDARDS COMMITTEE –TERMS OF REFERENCE

Responsibility of the Committee

The Quality and Standards Committee is a sub-committee of and reports to the Academic Board.

The Quality and Standards Committee is responsible for:

- Developing, monitoring and evaluating the implementation of Arden University's Regulatory Framework and its constituent regulations, policies and quality assurance and enhancement procedures and advising Academic Board on recommended changes to regulations and quality process.
- Managing on behalf of Academic Board the approval of new and changes to existing programmes, reporting outcomes and making recommendations to Academic Board.
- Maintaining oversight of the health of programmes, considering outcomes of programme monitoring and review, student engagement and external examination mechanisms and advising Academic Board on the outcomes of this activity.

Composition

- Chair: Registrar
- Academic Director
- Head of Quality
- Quality Manager (Partnerships)
- Director of Student Achievement or nominee
- Academic Programme Director(s)
- Two Programme Leaders, nominated by Academic Director
- Elected student representative appointed from programme representatives

Other members may be co-opted by the Committee.

Nominated membership will be reviewed periodically by the Academic Director.

Quorum

The quorum is 50% of the membership.

Where decisions are taken via iQuality, these must have the support of the majority of respondents.

Terms of Reference

1. To review Arden University's Regulatory Framework and its constituent regulations, policies and procedures on an annual basis.
2. To recommend changes to the Regulatory Framework and its constituent regulations, policies and procedures to Academic Board.
3. To consider proposals for changes to regulations, policies and procedures.
4. To maintain oversight on behalf of Academic Board of course annual monitoring activity, including the receipt, monitoring and review of annual reports and associated action plans.
5. To receive and consider Course Committee minutes and make an annual report to Academic Board on the effectiveness of the Course Committee process.
6. To monitor the effectiveness of student representation mechanisms and make an annual report to Academic Board.

7. On behalf of Academic Board, to oversee the validation process.
8. On behalf of Academic Board, to consider the approval of new programmes and revalidation of existing programmes based on the outcome of the validation process.
9. On behalf of Academic Board, to consider approval of major and minor modifications to programmes and modules.
10. To undertake an annual review of the validation processes and outcomes, and make an annual report to Academic Board.
11. To commission thematic reviews on an ad hoc basis.
12. To oversee the appointment of External Examiners.
13. To maintain oversight of External Examiner reports and associated responses by Course Committees and/or Programme Leaders and make an annual report to Academic Board.

Last approved by Academic Board: 14th December 2017