Education Committee

Terms of reference 2018/19

Remit

The Education Committee is a Committee of the Academic Board and is responsible for overseeing the development and implementation of the College’s Education and Student Experience Strategy.

Terms of reference

1. To advise Academic Board on the development and implementation of the College’s Education and Student Experience Strategy and its interaction with other relevant strategies and plans.

2. To monitor, evaluate and develop the effectiveness of the policies, structures and mechanisms in place for the assessment and assurance of the quality of teaching, including the promotion of measures that will encourage innovation, the dissemination of good practice and the mitigation of risk.

3. To oversee internal and external processes for gathering student feedback and promoting student engagement, and to monitor and report to Academic Board on outcomes and the action taken in response.

4. To act on behalf of Academic Board in relation to approval of programmes of study and academic collaborations, internal review and outcomes and such other matters as Academic Board may from time to time delegate.

5. To be responsible on behalf of Academic Board for the maintenance, review and approval of revisions to
   - the Common Award Scheme regulations for taught courses
   - academic policy governing student admissions, learning, teaching and assessment, and student representation and conduct

6. To monitor compliance with codes of practice and guidance relating to learning and teaching as published by the Quality Assurance Agency and other relevant bodies.

7. To oversee preparations for review of matters relating to learning and teaching by external agencies and the response of the College to the outcome of such reviews.

8. To submit annually to Academic Board and Governors a report providing assurance on measures to improvements to the student academic experience and student outcomes and on the maintenance of academic standards.

9. To receive reports and advice from the College Programmes Committee, Academic Standards and Quality Sub-committee, the Education Strategy Group, the Student Diversity Advisory Group, the Library Advisory Group, and other sub-committees and working and advisory groups that may be created by the Board to undertake its remit.
To receive reports from the School Education Committees on their work to implement the Education and Student Experience Strategy.

To receive annual reports from the College Boards of Examiners on their oversight of student assessment and their recommendations for maintaining academic standards and enhancing assessment practices.

Scheme of Membership

- Pro-Vice-Master Education (Chair)
- Academic Registrar
- Director of Library Services
- Chair Programmes Group
- Chairs College Boards of Examiners
- Assistant Deans (Education) from each School
- Director of Planning
- Director of Access and Engagement
- Head of Student Services
- 2 representatives of the Students’ Union

In attendance:

- Academic Standards and Quality Manager
- Head of Academic Services
- Representatives of
  - Estates
  - ITS
  - Human Resources
- School Director of Operations
- Minutes Secretary

Frequency of meetings

Once per term.
Education Committee Membership 2018/19

Ex-officio
Pro-Vice Master (Learning and Teaching) [Chair]: Professor Diane Houston
Academic Registrar: Fraser Keir
Director of Library Services: Robert Atkinson
Director of Planning: Nick Head
Director of Access and Engagement: Caroline McDonald
Head of Student Services: Eleanor Mongey
Chairs of College Boards of Examiners:
- Dr Jim Pitts
- Dr Dionyssis Dimitrakopoulos
- Dr Martin Shipway
- Dr Anita Walsh
- Dr Jim Pitts

Chair of College Programmes Committee

Nominated members
The Assistant Dean (Education for each School or Chair of the School Education Committee, as nominated by the Executive Dean of that School:
- Arts - Dr Scott Rodgers
- BEI - Dr Anita Walsh
- Law - Dr Sarah Lamble
- Science - Dr Richard Rayne
- SSHP - Dr Dermot Hodson

One UG student and one PG student, nominated by the Birkbeck Students’ Union Executive Committee:
- Nicholas Baker (UG)
- Sara Hurley (UG)

In attendance
A representative of the Estates and Facilities Department: Jeremy Tanner
A representative of Information Technology Services: Nigel Buckle
Head of Learning & Organisational Development: Neil O’Connor
A representative of the Directors of Operations: Adam Towner
Head of Academic Services: Scott Miller
Deputy College Secretary (Governance): Katharine Bock

Secretary
A nominee of the Academic Registrar: Ken Chow

Minutes Secretary
A nominee of the Academic Registrar: Sandra Bekvalac