



HARTPURY
UNIVERSITY

QUALITY, ENHANCEMENT and STANDARDS COMMITTEE (QuEST) Terms of Reference

Governor Members

Three independent governor members
Staff Governor
Student Governor
Vice-Chancellor

Co-opted Member

One co-opted member

In Attendance

Vice-Principal (FE)
Pro-Vice-Chancellor (HE)

Representatives from other areas of the University and College to be invited to attend for consultation as the agenda dictates.

Quorum

Four members (including a minimum of two independent governors).
The Vice-Chancellor or nominated representative.

Purpose

To be responsible to the Corporation for the oversight of the enhancement of the University's approach to learning, teaching and assessment, the student experience and the maintenance of the University's academic standards. Academic Board will report to this committee in line with the delegated responsibility discharged by Corporation.

Terms of Reference

1. Objectives

- 1.1. To advise the Corporation on the educational character of the University and, in particular, major curriculum changes and enhancements that affect the educational character of the University.

- 1.2. Challenge and hold the Vice-Chancellor and senior staff to account for the enhancement of the quality of learning, the effectiveness of performance management systems and maintaining high standards.
- 1.3. To ensure that there are in place procedures: -
 - For the continuous review of the curriculum offered by the University.
 - For the analysis of market needs
 - For the analysis and follow-up of any scrutiny of academic standards and quality by external agencies
 - The adjustment of the curriculum and its delivery to match and anticipate the needs of students, local employers and statutory regulations.
- 1.4. To enhance standards by setting targets and agreeing key performance indicators and by other measures which the Committee determines, such as benchmarks, each year for:
 - Student outcomes and performance
 - Student progression
 - Teaching and learning
 - Graduate employment and progression to further study
- 1.5. To scrutinize the performance of different groups of learners and to ensure that action is taken to address any differences in outcomes among them.
- 1.6. To ensure that there is sufficiency of information about teaching, learning and assessment including lesson observation. To agree strategies and targets to enhance teaching, learning and assessment and the whole learner experience by sharing good practice.
- 1.7. To undertake critical engagement through monitoring the performance of the University as shown in the annual HE Quality Report, and the action taken in response to the resultant action plans therein, and to recommend for approval by the Corporation.
- 1.8. To consider summary reports from teaching and learning observations, external examiners and verifiers, external agencies scrutinising academic quality and standards, and professional statutory regulatory bodies.
- 1.9. To consider reports on the effectiveness of staff appraisal and professional development and to recommend for approval by the Corporation an Annual Staff Development Report (including a summary of training and development undertaken and its impact)
- 1.10. To monitor the views of students about teaching, learning and assessment and University life from student surveys, student associations and meetings with students and to monitor the

performance of actions taken to remedy identified weaknesses.

- 1.11. To recommend for approval by the Corporation the relevant reports and statements to meet with statutory requirements.
- 1.12. To ensure that there are procedures for students and others to record complaints and opinions about any aspect of the University's services, and effective processes within the University for examining any such complaints
- 1.13. To review brief details of such complaints and their resolution.
- 1.14. To review and advise the Corporation on the range and effectiveness of cross-institutional activities and support functions.
- 1.15. To advise on other matters as requested by the Corporation e.g. opportunity for enhancement, areas of outstanding or weak performance.

2. Attendance at Meetings

- 2.1. All Corporation members shall have the right of attendance.

3. Frequency of Meetings

- 3.1. Meetings shall be held at least three times per academic year, normally once per term prior to Corporation Meetings.
- 3.2. Should it be considered necessary, the Chairman may ask the Clerk to the Corporation to convene a Committee Meeting at short notice.

4. Reporting Procedures

- 4.1. The Clerk to the Corporation will circulate action points from the meeting to members of the Committee.
- 4.2. A summary report will be presented to each meeting of the Corporation highlighting the key aspects of the preceding Quality Enhancement and Standards Committee Meeting.

Terms of Reference Approved by the Corporation 18th October 2000

Terms of Reference Approved by the Quality and Standards Committee 13th May 2002

Terms of Reference Approved by the Corporation 6th June 2002

Terms of Reference Approved by the Quality and Standards Committee 17th February 2003

Terms of Reference Approved by the Corporation 26th June 2003

Terms of Reference Approved by the Quality and Standards Committee 18th November 2004

Terms of Reference Approved by the Corporation 9th December 2004

Terms of Reference Approved by the Quality and Standards Committee 13th December 2007

Terms of Reference Approved by the Corporation 6th March 2008
Terms of Reference Approved by the Quality and Standards Committee 2nd July 2009
Terms of Reference Approved by the Corporation 14th July 2009 Membership
Approved by Corporation 14th October 2010
Terms of Reference Approved by the Quality and Standards Committee 23rd November 2010
Terms of Reference Approved by the Corporation 3rd March 2011 Co-opted Member
approved by Corporation 8th March 2012
Terms of Reference Approved by the Quality and Standards Committee 6th February 2013
Terms of Reference Approved by the Corporation 7th March 2013
Terms of Reference Approved by Quality and Standards Committee 17th September 2014
Terms of Reference Approved by Corporation 9th October 2014
Membership Approved by Search and Governance Committee 5th March 2015
Membership Approved by Corporation 25th March 2015
Membership Approved by Corporation 9th July 2015
Amendments recommended by Search and Governance Committee 3rd March 2016
Terms of Reference Approved by Corporation 30th March 2016.
Membership Approved by Corporation 13th October 2016
Terms of Reference Approved by Quality, Enhancement and Standards Committee on 15th
November 2018
Membership approved at Search and Governance Committee on 16th January 2019
Terms of Reference Approved by Corporation 31 January 2019