

UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

COMMITTEE STRUCTURE OF THE ACADEMIC BOARD

STUDENT EDUCATIONAL EXPERIENCE COMMITTEE¹

(Amendments to the version published previously are shown in italics.)

It is implicit that in exercising the powers delegated to it, or discharging the responsibilities assigned to it by the Academic Board, that within the limits of its authority, a committee or board of the Academic Board may require action to be taken by another committee or board of the Academic Board.

A **QUORUM: 8**

B **TERMS OF REFERENCE**

Scope of responsibilities

B.1 Undergraduate, taught postgraduate and research degree students

The Student Educational Experience Committee is responsible to the Academic Board for the student experience of undergraduate and taught postgraduate and in terms of the student experience of research degree students, for student experience issues of a more generic nature, and for the enhancement of that experience.

(It is recognised that for research degrees students, certain issues affecting their student experience, for example, quality of supervision, should be dealt with by the Research Degrees Board. However, student experience issues of a more generic nature will be addressed by the Student Educational Experience Committee. In cases where it is unclear where principal responsibility lies, it will be for the Student Educational Experience Committee and the Research Degrees Board to determine this between them and to report their decision in their respective Annual Reports to the Academic Board.)

Principal responsibilities of the Student Educational Experience Committee

B.2 The principal responsibilities of the Student Educational Experience Committee are:

- i to ensure that the student experience is aligned to the University's Strategic Plan, the Education Operational Plan 2015-2020 and the Learning and Teaching Policy and Graduate Attributes;
- ii to consider the outcomes of student surveys;
- iii at least annually, to review the Education Operational Plan 2015-2020 and the Learning and Teaching Policy and Graduate Attributes² and to monitor progress in relation to associated Action Plans and Key Performance Indicators;
- iv to establish mechanisms to foster good relations amongst all students and the integration of students into the learning community.

¹ The Student Educational Experience Committee was re-constituted with effect from 1 September 2015 (Minute 513, Academic Board, 24 June 2015, refers).

² UPR TL03 requires the Committee (as a minimum) to review Education Operational Plan 2015-2020 and the Learning and Teaching Policy and Graduate Attributes at intervals of not more than five (5) years.

Student Educational Experience Committee

Effective: 1 September 2019

References: Board of Governors: Minute 840, 9 July 2012. **Academic Board:** Minutes 914, 932, 984.1 and 6.2, 12 November 03; 120.1.2 and 127.1, 10 November 04; 184.1, 15 Jun 05; 331.2.3, 8 November 06; 365.1, 7 March 07; 543.2, 1, 2 November 08; 599.1, 10 June 09; 678.3.2, 9 June 10 and 158, 20 June 2012, 621, 22 June 2016, 828.1.4, 27 June 2018, refer.

Terms of Reference

- B.3 To monitor, review and develop the Student Educational Experience Strategy (or equivalent).
- B.4 To maintain an overview of learning, teaching and assessment initiatives and policies.
- B.5 To promote, enhance and disseminate effective and innovative learning, teaching and assessment practice.
- B.6 To act as a proactive and strategic body for learning, teaching and curricula matters including quality enhancement and sharing of good practice.
- B.7 To be responsible for an annual distribution of funding to support the development of innovative learning, teaching and assessment methods.
- B.8 To inform the planning and development of the University learning environment, ensuring alignment with the learning, teaching and assessment strategy and staff and student requirements.
- B.9 To support Deans of School in discharging their responsibilities for the enhancement of the student educational experience.
- B.10 To develop effective strategies and promote widening participation and outreach.
- B.11 To develop effective strategies for student retention and completion.
- B.12 To ensure that welfare/pastoral support and personal development mechanisms for students are available and effective.
- B.13 To ensure that effective use is made of student feedback to enhance the student experience.
- B.14 To promote effective student engagement in the shaping of their learning experience.
- B.15 To consider the impact of University services on the student educational experience and as appropriate, highlight areas for development or of concern, for example, in relation to facilities for accommodation, sport, culture, travel arrangements, childcare, refreshments and entertainment.
- B.16 To identify annual staff development priorities and training needs related to enhancing the student experience.
- B.17 On behalf of the Academic Board, to determine strategies, procedures and practices to give effect to the policies (including student admission policies), regulations and strategies approved by the Board in respect of the student educational experience and academic standards.
- B.18 To exercise such other responsibilities as may be assigned to it from time-to-time by the Academic Board.

Research degrees students

- B.19 To receive reports concerning student experience matters affecting research degree students and to determine a schedule for this.

Student Educational Experience Committee

Effective: 1 September 2019

References: Board of Governors: Minute 840, 9 July 2012. **Academic Board:** Minutes 914, 932, 984.1 and 6.2, 12 November 03; 120.1.2 and 127.1, 10 November 04; 184.1, 15 Jun 05; 331.2.3, 8 November 06; 365.1, 7 March 07; 543.2, 1, 2 November 08; 599.1, 10 June 09; 678.3.2, 9 June 10 and 158, 20 June 2012, 621, 22 June 2016, 828.1.4, 27 June 2018, refer.

Collaborative provision

- B.20 To ensure appropriate consideration at each meeting of matters relating to the University's collaborative provision.

Campus Life Group

- B.21 At each meeting, to receive a report from the Campus Life Group³.

Policy and regulation

- B.22 To formulate and make recommendations to the Academic Board concerning University policies, regulations and strategies relating to the student educational experience.

Schools

- B.23 To receive regular reports from the Schools and to receive the School Annual Report on Academic Standards and Student Experience (or equivalent).

School Academic Committees

- B.24 To receive reports, as necessary, concerning the business conducted by School Academic Committees.

- B.25 To receive Annual Reports from the School Academic Committees.

Academic Board

- B.26 To report concerns relating to the student experience and institutional reputation to the Vice-Chancellor and the Academic Board.

- B.27 To make a report to the Academic Board concerning the business discharged by the Committee at each meeting.

- B.28 To prepare and present an Annual Report to the Academic Board

³ The Campus Life Group is convened on the authority of the Dean of Students and is not a sub-committee or sub-group of the Student Educational Experience Committee.

Student Educational Experience Committee

Effective: 1 September 2019

References: Board of Governors: Minute 840, 9 July 2012. **Academic Board:** Minutes 914, 932, 984.1 and 6.2, 12 November 03; 120.1.2 and 127.1, 10 November 04; 184.1, 15 Jun 05; 331.2.3, 8 November 06; 365.1, 7 March 07; 543.2, 1, 2 November 08; 599.1, 10 June 09; 678.3.2, 9 June 10 and 158, 20 June 2012, 621, 22 June 2016, 828.1.4, 27 June 2018, refer.

C COMPOSITION

C.1 The Chairman of the Committee will be appointed by the Vice-Chancellor.

C.2 Categories 9 and 10

The members in categories 9 and 10 may be represented by an alternate who will be one of the Associate Directors of Academic Quality Assurance, designated from time-to-time by the Director of Academic Quality Assurance, to act in this capacity.

Category

1	A Chairman appointed by the Vice-Chancellor (Pro Vice-Chancellor (Education and Student Experience))	1
2	President of the Students' Union or one (1) elected officer nominated by the Trustees of the University of Hertfordshire Students' Union (or named alternate)	1
3	A student nominated by the Students' Union	1
4	A representative of the research students nominated by the Research Degrees Board	1
5	A representative of the Postgraduate Taught Students, nominated by the Associate Deans of School (Learning and Teaching)	1
6	Associate Deans of School (Learning and Teaching) (or named alternate who shall be the relevant Associate Dean of School (Academic Quality Assurance))	9
7	Director of Learning and Teaching	1
8	Deputy Director of The Learning and Teaching Innovation Centre	1
9	Director of the Doctoral College ⁴ (or named alternate)	1
10	Director of Academic Quality Assurance (or alternate)	1
11	Deputy Director of Academic Quality Assurance (or alternate)	1
12	Academic Registrar (or named alternate)	1
13	Dean of Students (or named alternate)	1
14	Chief Information Officer (or nominee)	1
15	<i>Head of Communications</i> (or named alternate)	1
16	Head of Careers and Employment Service	1
17	Head of Widening Access and Student Success	1
18	Head of UK Partnerships	<u>1</u>
		26

Officers in Attendance

Associate Dean of School, Engineering and Computer Science

Assistant Registrar (Academic Services)

Clerk appointed by the Head of Governance Services

D GOVERNANCE AND OPERATION OF THE COMMITTEE

D.1 The Student Educational Experience Committee:

- i is a committee of the Academic Board and will conduct its business in accordance with the Standing Orders of the Academic Board;
- ii will note the Standing Orders of the Academic Board at the first meeting of each academic year and any subsequent changes to these;

⁴ The Director of the Doctoral College is also the Director of Research Degrees

Student Educational Experience Committee

Effective: 1 September 2019

References: Board of Governors: Minute 840, 9 July 2012. **Academic Board:** Minutes 914, 932, 984.1 and 6.2, 12 November 03; 120.1.2 and 127.1, 10 November 04; 184.1, 15 Jun 05; 331.2.3, 8 November 06; 365.1, 7 March 07; 543.2, 1, 2 November 08; 599.1, 10 June 09; 678.3.2, 9 June 10 and 158, 20 June 2012, 621, 22 June 2016, 828.1.4, 27 June 2018, refer.

- iii will meet not less than three (3) times in each academic year (normally once each term) and formal minutes of the Committee's proceedings will be published and circulated by Governance Services;
- iv will note its terms of reference, composition and membership at the first meeting of each academic year and any subsequent changes to these.

D.2 Committee records

The primary record of this Committee's business will be the Minute Book which is the structured manual file required by Standing Orders. The Clerk is responsible for the accuracy and completeness of the Minute Book which will conform with the requirements of Standing Orders and will be held by the Head of Governance Services. The Minute Book is part of the permanent record of University business.

In addition, all of the component documents which form the Minute Book will be stored, electronically, on the University's Electronic Document Records Management System in accordance with the protocols determined from time-to-time by the Head of Governance Services.

Student Educational Experience Committee

Effective: 1 September 2019

References: Board of Governors: Minute 840, 9 July 2012. **Academic Board:** Minutes 914, 932, 984.1 and 6.2, 12 November 03; 120.1.2 and 127.1, 10 November 04; 184.1, 15 Jun 05; 331.2.3, 8 November 06; 365.1, 7 March 07; 543.2, 1, 2 November 08; 599.1, 10 June 09; 678.3.2, 9 June 10 and 158, 20 June 2012, 621, 22 June 2016, 828.1.4, 27 June 2018, refer.

E MEMBERSHIP

Category

1	A Chairman appointed by the Vice-Chancellor (Pro Vice-Chancellor (Education and Student Experience))	Dr Sal Jarvis
2	President of the Students' Union or one (1) elected officer nominated by the Trustees of the University of Hertfordshire Students' Union (or named alternate)	Amy Holloway-Smith (Vacancy)
3	A student nominated by the Students' Union	(Vacancy)
4	A representative of the research students nominated by the Research Degrees Board	Rebecca Miko
5	A representative of the Postgraduate Taught Students, nominated by the Associate Deans of School (Learning and Teaching)	(Vacancy)
6	Associate Deans of School (Learning and Teaching) (and named alternate who shall be the relevant Associate Dean of School (Academic Quality Assurance))	
	Creative Arts – CTA	Dr Ivan Phillips (Dr Barbara Brownie)
	Education – EDU	Rosemary Allen (Alison McLaughlin)
	<i>Engineering and Computer Science – ECS</i>	Thomas Baker (Susan Murray)
	Health and Social Work – HSK	Julie Vuolo (Dr Cheryl Holman)
	Hertfordshire Business School – BUS	Karen Robins (<i>Veronica Earle</i>)
	Humanities – HUM	Dr Andrew Maunder (Dr Marjolein Groefsema)
	Law – LAW	Neal Geach (Dr Barbara Henry)
	Life and Medical Sciences – LMS	Dr Philip Porter (Philomena Shaughnessy/ Dr Stefanie Schmeer)
	Physics, Astronomy and Mathematics – PAM	Dr James Collett (Dr Stephen Kane)
7	Director of Learning and Teaching	Karen Barton
8	Deputy Director of Learning and Teaching Innovation Centre	Dr Helen Barefoot
9	Director of the Doctoral College (or named alternate)	Dr Susan Grey (Dr Pandelis Kourtessis)
10	Director of Academic Quality Assurance (or alternate)	Dr Frank Haddleton

Student Educational Experience Committee

Effective: 1 September 2019

References: Board of Governors: Minute 840, 9 July 2012. **Academic Board:** Minutes 914, 932, 984.1 and 6.2, 12 November 03; 120.1.2 and 127.1, 10 November 04; 184.1, 15 Jun 05; 331.2.3, 8 November 06; 365.1, 7 March 07; 543.2, 1, 2 November 08; 599.1, 10 June 09; 678.3.2, 9 June 10 and 158, 20 June 2012, 621, 22 June 2016, 828.1.4, 27 June 2018, refer.

11	Deputy Director of Academic Quality Assurance (or alternate)	Catherine Rendell
12	Academic Registrar (or named alternate)	Sharon Harrison-Barker (Lisa Uttley)
13	Dean of Students (or named alternate)	Geri Ward (Claire Hartridge)
14	Chief Information Officer (or nominee)	Bethan Adams (Dr David Ford)
15	<i>Head of Communications</i> (or named alternate)	<i>Samantha Kelly</i> (<i>Shelby Loasby</i>)
16	Head of Careers, Employment and Enterprise	Judith Baines (Anna Levett)
17	Head of Widening Participation and Outreach (or named alternate)	Laide Bissessar (Stephane Farenga)
18	Head of UK Partnerships	Scott Isaacs

Officers in Attendance

<i>Associate Dean of School, Engineering and Computer Science</i>	<i>Mariana Lilley</i>
Assistant Registrar (Academic Services)	[Lisa Uttley]
Clerk appointed by the Head of Governance Services	(<i>Jeff Hughes</i>)

Student Educational Experience Committee

Effective: 1 September 2019

References: Board of Governors: Minute 840, 9 July 2012. **Academic Board:** Minutes 914, 932, 984.1 and 6.2, 12 November 03; 120.1.2 and 127.1, 10 November 04; 184.1, 15 Jun 05; 331.2.3, 8 November 06; 365.1, 7 March 07; 543.2, 1, 2 November 08; 599.1, 10 June 09; 678.3.2, 9 June 10 and 158, 20 June 2012, 621, 22 June 2016, 828.1.4, 27 June 2018, refer.