**Education and Student Experience Committee**

**Terms of Reference**



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| **Delegated authority and Purpose** | Responsible on behalf of Senate for monitoring and enhancing the overall student experience, including the quality of learning opportunities, education enhancement, pastoral, personal development and extra-curricular opportunities available to students, in line with the aims of the BU Strategic Plan 2012-2018. |
| **Main responsibilities** | 1. To ensure the on-going enhancement of the overall student experience through the development and monitoring of University and School strategies and plans for education enhancement and the student experience in line with the aims of the BU Strategic Plan 2012-2018; 2. To champion measures and disseminate good practice to enhance the overall student experience and quality of learning opportunities across the University, including:   - the academic experience;  - the personal development experience;  - the pastoral experience;  - the social, cultural, sporting and extra-curricular experience.   1. To make recommendations to Senate on policies to promote pedagogic excellence and to develop and disseminate educational initiatives in liaison with the Centre for Excellence in Learning; 2. To identify, promote and review University-wide initiatives, including the Centre for Excellence in Learning to develop the educational practice of staff; 3. To consider and monitor the appropriateness, effectiveness and efficiency of academic and pastoral support services and facilities and to identify University-wide resource needs for the enhancement of education and the student experience; 4. To monitor the student experience relating to the student journey (e.g. recruitment, admission, induction and assessment) to provide the optimal student experience and promote good practice in line with University policies on Fair Access and Dignity, Diversity & Equality; 5. To encourage students to provide feedback and to monitor and act upon the outcomes of such feedback including the annual National Student Survey (NSS), internal student surveys and other feedback mechanisms; 6. To monitor the effectiveness of the University’s student-related rules and regulations pertaining to the student experience and conduct and to approve any changes that may be appropriate to ensure fair and impartial application of a reasonable regulatory and supportive well-being framework; 7. To monitor the effectiveness of the procedures for dealing with complaints and appeals to ensure that students have access to appropriate, clear and transparent formal mechanisms for raising concerns and to refer matters to Senate, Academic Standards Committee or other committees as appropriate; 8. To consider and act upon matters reported by other University Committees pertaining to the purpose of the committee; |
| **Chair** | Deputy Vice-Chancellor (Student Experience, Education and Professional Practice) |
| **Deputy Chair** | To be nominated by the Chair |
| **Management and Support** | Secretary: Academic Administration Manager  Clerk: Policy & Committees Officer |
| **Membership** | 1. Vice-Chancellor (Ex-officio) 2. Pro Vice-Chancellor Global Engagement 3. President of the Students’ Union 4. Vice-President (Education) of the Students’ Union 5. Vice-President (Welfare) of the Students’ Union 6. General Manager of the Students' Union and/or the Head of Representation Services 7. Up to two members of Senate nominated by the Chair of Senate 8. Up to three members of the Professoriate (nominated by the Chair of Senate) 9. Deputy Deans (Education) 10. School Student Experience Champions 11. Chair of the Technology Enhanced Learning Strategy Forum 12. Chair of the Student Voice Committee 13. Centre for Excellence in Learning Representative 14. Up to five students nominated by the Students’ Union, to include, where possible, a representative of part-time students, postgraduate research students, postgraduate taught students, undergraduates and Partner Institution students 15. Head of Graduate School 16. Director of Estates 17. Head of Facilities Management 18. Director of IT Services 19. Head of Student Support Services 20. Head of Quality and Academic Partnerships 21. Head of Academic Services 22. University Chaplain 23. School Academic Administration Manager   It is at the discretion of the Chair to require the presence of particular individuals for any given discussion.  Co-options:  SUBU Sabbatical Officers and SUBU executive members |
| **Board Observers** | 2, nominated by the Chairman of the Board |
| **Quorum** | 50% + 1 |

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| **Usual Number of Meetings** | Five per year |
| **Reporting Line** | Senate |
| **Minutes** | Senate (for consideration)  University Board (for noting) |
| **Sub-committees** | Student Voice Committee  Technology Enhanced Learning Strategy Forum |
| **Publication** | Non-confidential confirmed minutes are routinely published. |
| **Notes** | Where variation in roles and titles exist within Schools, the Dean of the relevant School should nominate an appropriate person to undertake the membership role.  From academic session 2011/12, the committee combines the work previously undertaken by the Student Experience Committee and the Education Enhancement Committee |

**Policy and Committees use only:**

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| Final approval by: | Senate | Version number: | v.8 |
| Approval date: |  | Notes: |  |
| Date of last review | 25 September 2013 | Due for review: | 23 September 2015 |