

LASE College Education and Student Experience Committee

1. Constitution

- 1.1 The Academic Board has established a committee in each College known as the College Education and Student Experience Committee (ESEC), which reports to the Education Strategy Board (ESB).
- 1.2 ESEC has the power to establish task and finish groups as necessary to enhance the efficiency of the Committee.

2. Scope

- 2.1 The Education and Student Experience Committee is responsible for the implementation of the Group's Education Strategy and Partnerships Strategy in the College, strategically reviewing the College's academic portfolio regularly, and promoting a culture of reflection, excellence and innovation.

Education Strategy

- 2.2 ESEC oversees the quality and standards of educational provision in the College so as to maximise the individual potential and satisfaction of students. It reviews relevant metrics and KPIs and those used by other agencies, e.g. the Office for Students (OfS). It ensures that the OfS conditions for quality and standards are met in the College.
- 2.3 ESEC oversees achieving improved performance by the College in the key areas of widening participation via the Access and Participation Plan, eliminating awarding differences, graduate outcomes, continuation, completion and student satisfaction.

Partnerships and programmes

- 2.4 ESEC reviews the draft business cases for new educational partnerships¹ relevant to the College before they are considered by Partnerships and Development Board.
- 2.5 ESEC approves modules and amendments to modules and makes recommendations to Partnerships and Programmes Management Committee (PPMC) for the approval of new programmes, ensuring that there is compliance with academic quality assurance requirements
- 2.6 ESEC makes recommendations to PPMC on amending, suspending, or discontinuing programmes or partnerships.

Regulations and policies

- 2.7 ESEC oversees the implementation of academic regulations, policies and procedures (other than those delegated to the Research and Innovation Board) in the College.

¹ Includes franchised programmes, validated programmes, articulation and progression agreements, joint and dual awards.

3. Membership

3.1 The membership shall comprise:

Ex officio

- Deputy Vice-Chancellor and Provost for the College (Chair)
- Heads of School (Kent) for the College
- Pro Vice-Chancellors (Greenwich) for the College
- Nominee of the Associate Director of Student and Academic Services (Registry) (Greenwich)
- Nominee of the Assistant Director of Academic Registry (Kent)
- Nominee of the Director of Employability and Partnerships
- Nominee of the Group Chief Marketing Officer
- Nominee of the Director of Strategic Planning, Insight and Improvement
- Representative of IT and Library Services
- Representatives of the Group's Quality Assurance team (one from the Kent academic division and one from the Greenwich academic division)

Other members

- 2 x representatives from LASE Students' Union (one from the Kent academic division and one from the Greenwich academic division)

4. Attendance at meetings

4.1 At the discretion of the Chair, other staff who are not members of the Committee may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Committee.

5. Delegated Authority

Under the Academic Board's Delegation Framework, the Committee is authorised by the Academic Board to approve:

Education Strategy

- 5.1 Plans for implementing the Group's Education Strategy in the College;
- 5.2 Action plans to improve quality and standards and mitigate risk in the College in response to student surveys, the monitoring of LASE KPIs and metrics and the OfS's metrics, external examiners' reports, or following reviews by LASE or external agencies (e.g. Professional, Statutory and Regulatory Bodies (PSRBs));
- 5.3 Task and finish groups to improve performance in the key areas of widening participation via the Access and Participation Plan, eliminating awarding differences, graduate outcomes, continuation, completion and student satisfaction;
- 5.4 Approve the appointment of external examiners in the College;

Programmes and partnerships

- 5.4 Plans in the College to implement the Group's Partnerships Strategy;

- 5.5 Approve modules and amendments to modules; approve minor amendments to programmes where this has been delegated in regulations, policies and guidance approved by ESB. The Committee may establish a subcommittee reporting to the Committee to do so.

6. Other duties

The other duties of the Committee shall be to:

Education Strategy

- 6.1 Oversee, monitor and audit implementation of the LASE Education Strategy in the College, including the review of LASE KPIs and metrics and those used by the OfS and other external agencies;
- 6.2 Champion and promote reflection, excellence and innovation across all areas covered by the Strategy in the College. Make recommendations to ESB where improvements or innovations should be applied across the Group;
- 6.3 Periodically review the management of academic risk in key areas in the College covered by the Education Strategy and report on actions taken to ESB;
- 6.4 Oversee achieving improved performance in the key areas of widening participation via the access and participation plan, eliminating awarding differences, graduate outcomes, continuation, completion and student satisfaction;
- 6.5 Oversee the continual monitoring of quality assurance and academic risk management including quality assurance reviews of programmes in the College. Report to ESB on key themes and actions to be taken by the College in response to these reviews;
- 6.6 Regularly review student feedback within the College and ensure that reports of feedback are received by the Committee efficiently and effectively;
- 6.7 Oversee implementation of internal student surveys in the College;
- 6.8 Consider reports on external examiners' reports and action plans in response, reporting to ESB;

Partnerships and programmes

- 6.9 Consider any external reviews of educational quality and standards (e.g. by PSRBs) in the College and any actions to be taken. Report on reviews and action plans to PPMC;
- 6.10 Regularly review PSRB accreditations for the College and ensure the Group's register(s) of PSRB accreditations for the College are accurate. Oversee a plan of work for (re)accreditation applications and oversee progress against the plan. Endorse accreditation documentation for PPMC approval. Consider a review of the process and lessons learned for future accreditation submissions;
- 6.11 Make recommendations to PPMC on new programmes for the College in accordance with regulations, policies and procedures approved by ESB, ensuring compliance with academic quality assurance requirements;

- 6.12 Make recommendations to PPMC for the suspension or discontinuation of programmes and major amendments to programmes;
- 6.13 Report to PPMC on new modules and amendments to modules approved by the Committee;
- 6.14 Develop and review the draft business cases for new educational partnerships relevant to the College before they are considered by Partnerships and Development Board;
- 6.15 Make recommendations to PPMC for the suspension or discontinuation of educational partnerships and the expansion of existing partnerships; make recommendations to PPMC for the approval of student mobility partnerships (e.g. student exchanges);
- 6.16 Keep under review the academic portfolio of partnerships and programmes in the College, monitoring key metrics and risks. Make recommendations to PPMC on action to be taken to improve quality and mitigate risk;
- 6.17 Review the efficiency and effectiveness of co-ordination and support for programmes and partnerships in the College and make recommendations to PPMC;

Regulations and policies

- 6.18 Implement Group regulations, policies and procedures in the College, ensuring compliance with academic quality assurance requirements. Review these regularly, recommending changes to ESB;
- 6.19 Oversee within the College the process of harmonising academic regulations, policies and procedures across the Group, reporting on progress to ESB.

General

- 6.20 Ensure active consideration of equality, diversity, inclusion, and sustainability in the conduct of the Committee's business.
- 6.21 Have particular regard to the importance of freedom of speech and academic freedom in the Committee's business, operating in accordance with LASE's Freedom of Speech Code(s) of Practice.

7. Reporting Procedures

- 7.1 The ESEC reports to the Education Strategy Board as follows:
 - **Frequently:** through summaries of the minutes of each meeting to the next meeting of the ESB. Additionally, the Committee Chair delivers an oral report (along with other committee chairs) as an item on the ESB meeting agendas.
 - **Periodically:** via other policies, reports, plans and progress updates which it reviews and/or recommends for ESB for approval within the business cycle and its terms of reference;
 - **Ad hoc:** where urgent Group-wide matters require direct escalation to the ESB for decision or discussion.

8. Secretarial arrangements

- 8.1 The Committee will be clerked by the Group's University Secretary or their nominee.

9. Review

- 9.1 The Committee will review its own effectiveness annually and in greater depth at a minimum of every three years. Reviews may be performed as part of wider governance effectiveness reviews.
- 9.2 These terms of reference will be reviewed annually to ensure their effectiveness and any amendments recommended to the Academic Board for approval.

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