



# **HARTPURY**

UNIVERSITY

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

|            |                                                                                                                                                                                                                                                                                                                                                             |
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| <b>1</b>   | <b>Governor Members</b>                                                                                                                                                                                                                                                                                                                                     |
| 1.1        | Three independent governor members                                                                                                                                                                                                                                                                                                                          |
|            | Staff Governor                                                                                                                                                                                                                                                                                                                                              |
|            | Student Governor                                                                                                                                                                                                                                                                                                                                            |
|            | Vice-Chancellor                                                                                                                                                                                                                                                                                                                                             |
|            |                                                                                                                                                                                                                                                                                                                                                             |
| <b>1.2</b> | <b>Co-opted Member</b>                                                                                                                                                                                                                                                                                                                                      |
|            | Co-opted members may be appointed.                                                                                                                                                                                                                                                                                                                          |
|            |                                                                                                                                                                                                                                                                                                                                                             |
| <b>1.3</b> | <b>In Attendance</b>                                                                                                                                                                                                                                                                                                                                        |
|            | Deputy-Principal (FE)                                                                                                                                                                                                                                                                                                                                       |
|            | Deputy-Vice-Chancellor (HE)                                                                                                                                                                                                                                                                                                                                 |
|            | Academic Registrar                                                                                                                                                                                                                                                                                                                                          |
|            |                                                                                                                                                                                                                                                                                                                                                             |
|            | Representatives from other areas of the University and College to be invited to attend as the agenda dictates.                                                                                                                                                                                                                                              |
|            |                                                                                                                                                                                                                                                                                                                                                             |
| <b>1.4</b> | <b>Quorum</b>                                                                                                                                                                                                                                                                                                                                               |
|            | Three members (including a minimum of two independent governors and the Vice-Chancellor or nominated representative).                                                                                                                                                                                                                                       |
|            |                                                                                                                                                                                                                                                                                                                                                             |
| <b>1.5</b> | <b>Purpose</b>                                                                                                                                                                                                                                                                                                                                              |
|            | To be responsible to the University Board 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 University Board. |
|            |                                                                                                                                                                                                                                                                                                                                                             |
| <b>2</b>   | <b>Terms of Reference</b>                                                                                                                                                                                                                                                                                                                                   |
|            | <b>Objectives</b>                                                                                                                                                                                                                                                                                                                                           |
| 2.1        | To advise the University Board on the educational character of the University and, in particular, major curriculum changes and enhancements that affect the educational character of the University                                                                                                                                                         |

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| 2.2   | 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.                                                         |
| 2.3   | To ensure that there are in place procedures:                                                                                                                                                                                                                  |
| 2.3.1 | <ul style="list-style-type: none"> <li>For the continuous review of the curriculum offered by the University</li> </ul>                                                                                                                                        |
| 2.3.2 | <ul style="list-style-type: none"> <li>For the analysis of market needs</li> </ul>                                                                                                                                                                             |
| 2.3.3 | <ul style="list-style-type: none"> <li>For the analysis and follow-up of any scrutiny of academic standards and quality by external agencies</li> </ul>                                                                                                        |
| 2.3.4 | <ul style="list-style-type: none"> <li>The adjustment of the curriculum and its delivery to match and anticipate the needs of students, local employers and statutory regulations.</li> </ul>                                                                  |
| 2.3.5 | <ul style="list-style-type: none"> <li>For the approval and monitoring of Academic Partnerships</li> </ul>                                                                                                                                                     |
| 2.4   | 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                                                                                        |
|       | <ul style="list-style-type: none"> <li>Student outcomes and performance</li> </ul>                                                                                                                                                                             |
|       | <ul style="list-style-type: none"> <li>Student progression</li> </ul>                                                                                                                                                                                          |
|       | <ul style="list-style-type: none"> <li>Teaching and learning</li> </ul>                                                                                                                                                                                        |
|       | <ul style="list-style-type: none"> <li>Graduate employment and progression to further study</li> </ul>                                                                                                                                                         |
| 2.5   | To scrutinise the performance of different groups of learners and to ensure that action is taken to address any differences in outcomes among them                                                                                                             |
| 2.6.  | To ensure that there is sufficiency of information about teaching, learning and assessment. To agree strategies and targets to enhance teaching, learning and assessment and the whole learner experience by sharing good practice.                            |
| 2.7   | 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 University Board. |
| 2.8   | 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                                             |
| 2.9   | 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             |
| 2.10  | To recommend for approval by the University Board the relevant reports and statements to meet with statutory requirements                                                                                                                                      |
| 2.11  | 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                                   |
| 2.12  | To review brief details of such complaints and their resolution                                                                                                                                                                                                |
| 2.13  | To review and advise the University Board on the range and effectiveness of cross-institutional activities and support functions.                                                                                                                              |
| 2.14  | To advise on other matters as requested by the University Board e.g. opportunity for enhancement, areas of outstanding or weak performance.                                                                                                                    |
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| <b>3.</b> | <b>Attendance at Meetings</b>                                                                                    |
|           | All University Board members shall have the right of attendance.                                                 |
| <b>4.</b> | <b>Frequency of Meetings</b>                                                                                     |
|           | Meetings shall be held at least three times per academic year, normally once per term prior to University Board. |
|           |                                                                                                                  |
| <b>5.</b> | <b>Reporting Procedures</b>                                                                                      |
|           | The Clerk to the Governors will circulate minutes from the meeting to members of the Committee.                  |
|           | Last Reviewed – December 2021, Nov 22, June 23<br>Next Review: June 24                                           |
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APPROVED JULY 2023

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