**UNIVERSITY OF SOUTH WALES**

**PRIFYSGOL DE CYMRU**

**TERMS OF REFERENCE AND MEMBERSHIP OF THE QUALITY ASSURANCE COMMITTEE (QAC)**

**COMPOSITION AND TERMS OF REFERENCE YEAR 2021/22**

**REPORS TO:**

Academic Board

**SUB COMMITTEES:**

Faculty of Creative Industries Quality Assurance Committee

Faculty of Computing, Engineering and Science Quality Assurance Committee

Faculty of Life Sciences and Education Quality Assurance Committee

Partnership Quality Sub Committee

Regulations Sub-Group

Student Casework Group

Research Programme Sub-Committee

Major Modifications Committee

External Examiner Approval Panel

**COMPOSITION**

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| Chair: Pro-Vice Chancellor Learning, Teaching and Student Experience |
| Deputy Vice Chancellor (Academic Development) (ex officio)  |
| Academic Registrar (ex officio) |
| Secretary: Head of Quality and Academic Services (ex officio) |
| Deputy Dean and Principal of RWCMD or nominee as Chairs of the Faculty Quality Assurance Committees and of the College Quality Assurance Committee |
| Senior Auditors of Faculty Quality Assurance Committee and the College Quality Assurance Committee  |
| Director of the Centre for Excellence in Learning and Teaching (ex officio) or nominee |
| Persons nominated by the Chairperson on the basis of their experience and expertise |
| Chair of Research Programmes Sub-Committee  |
| Chair of Regulations Sub-Group |
| One external person nominated by the Chairperson on the basis of their experience and expertise |
| Student Services Representative |
| Advice Zone Manager |
| Degree Apprenticeship Quality and Compliance Manager |
| Up to three students nominated by the Students’ Union |

**RESPONSIBILITIES**

1. To monitor regularly all guidance and requirements issued by the Quality Assurance Agency for Higher Education (or other government identified body), particularly in relation to Higher Education Review and the UK Quality Code for Higher Education, initiating and co-ordinating action as appropriate

2. To develop and keep under review the University's systems, regulations, policies and guidance for assuring and enhancing the quality of students' learning experience and maintaining academic standards

3. To develop and keep under review processes for annual review of modules and courses at undergraduate, postgraduate taught and postgraduate research levels, and for collaborative provision, and to consider and manage the outcome of these processes

4. To monitor the outcomes from, and the effectiveness of, the External Examiner system for taught programmes

5. To consider the outcomes of Specific Checks and Thematic Reviews initiated by the Committee or requested by Academic Board and its other sub committees

6. To monitor a range of relevant risk and performance indicators, including risk indicators monitored by the QAA, such as:

• Statistical data on the performance of programmes;

• Student feedback and survey results;

• Annual reports regarding complaints, appeals, misconduct, fitness to practice and cases submitted to the Office of the Independent Adjudicator.

7. To consider reports on quality assurance or academic standards matters relating to postgraduate research students, including in particular the outcomes of PGR annual review

8. To consider proposals and reports from FQAC and CQAC committees with oversight of quality assurance matters.

9. To consider reports from the Partnerships Quality Sub-Committee regarding the outcomes of annual and periodic reviews of collaborative provision, and any other matters relating to the quality assurance or academic standards of collaborative provision.

10. To consider the outcomes of external scrutiny by Professional, Statutory and Regulatory Bodies (PSRBs)

11. To receive the minutes and consider reports of its sub-committees: Partnerships Quality Sub-Committee; Ethics Sub-Group; External Examiner Approval Panel; Regulations Sub-Group and those of Faculty/College Quality Assurance Committees;

12. To measure impact and review effectiveness of procedures in improving the student experience for students enrolled upon USW awards

**MEMBERSHIP AND DATES FOR ACADEMIC YEAR 2021/22**

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| **Composition Role** | **Name of Individual** |
| Chair, Pro-Vice Chancellor | Dr Ben Calvert (Professor Barry Atkins interim Chair)  |
| Deputy Vice Chancellor (Academic Development) (ex officio)  | Dr Jayne Mitchell (Interim Deputy Vice Chancellor) |
| Secretary: Head of Quality and Academic Services (ex officio) | Nicola Poole |
| Academic Registrar (ex officio)Deputy Academic Registrar | Sara MoggridgeHayley Burns |
| Deputy Dean and Principal of RWCMD or nominee as Chairs of the Faculty Quality Assurance Committees and of the College Quality Assurance Committee | FCI: Dr Julie KingFLSE: Dr James GravelleFCES: Dr Stewart EyresRWCMD: Brian Weir |
| Senior Auditors of Faculty Quality Assurance Committee and the College Quality Assurance Committee  | FCI: Catherine Jones (FLSE)FLSE: Shane Galvin (FCES)FCES: Rachel Taylor (FLSE)RWCMD: Andrew Gwilliam (FCI) |
| Director of the Centre for Excellence in Learning and Teaching (ex officio) or nominee | Dr Catherine Camps |
| Persons nominated by the Chairperson on the basis of their experience and expertise | Rachel Taylor, FLSE (Aug 2022)Alison Lane, FCI (Aug 2024)Phil Young, FCES (Aug 2025)Iestyn Henson, RWCMD |
| Chair of Research Programmes Sub-Committee  | Prof Paul Roach |
| Chair of Regulations Sub-Group | Huw Swayne |
| One external person nominated by the Chairperson on the basis of their experience and expertise | Ryan Jarvis, HE Lead, Gower College Swansea (Aug 2023) |
| Student Services Representative | TBC |
| Advice Zone Manager | Jenny Smith |
| Degree Apprenticeship Quality and Compliance Manager | David Jacob |
| Up to three students nominated by the Students’ Union | David Pye, SU Education |
| In Attendance | Sian Taylor, SU Chief Executive Officer |
| Clerk: Member of Academic Registry | Bethan Daniel  |

**SCHEDULE OF MEETINGS**

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| **Date and Time** |
| 22 September 2021 at 14:00  |
| 17 November 2021 at 14:00  |
| 8 December 2021 at 14:00  |
| 2 February 2022 at 14:00  |
| 11 May 2022 at 14:00  |
| 13 July 2022 at 14:00 |