

University Education Committee

2024-25

Committee purpose

On behalf of Senate, the University Education Committee shall operate in accordance with the University's governing framework, having oversight of all matters related to educational strategy and policy of the University. The Committee shall maintain academic standards, providing assurance to Senate that the University is compliant with all regulatory frameworks pertaining to educational matters; and drive excellence in teaching, learning, student experience and student outcomes. All academic committees operate in accordance with the University's governing documents – Charter, Statutes and Regulations – and the Public Interest Governance Principles.

Membership

- Pro-Vice-Chancellor (Education and Students) (Chair);
- Deputy Pro Vice-Chancellor (Education and Innovation) (Deputy Chair)
- Deputy Pro Vice-Chancellor (Student Experience)
- Associate Dean Education and Students for the Faculty of Media, Arts & Humanities
- Associate Dean Education and Students for the Faculty of Science, Engineering and Medicine
- Associate Dean Education and Students for the Faculty of Social Sciences
- Associate Dean Education and Students for the University of Sussex Business School
- One academic elected member of Senate
- Chair of the Education and Students Regulations Sub-committee
- Librarian
- Director for the Student Experience
- Deputy Director (Academic Services)
- Education and Employability Officer of the Students' Union
- International Officer of the Students' Union
- Two Postgraduate Taught Student Committee Representatives
- Two Undergraduate Student Committee Representatives.

In attendance:

- Director for Student Support and Wellbeing
- Head of Education Enhancement
- Head of Careers, Employability and Entrepreneurship
- Chief Digital Transformation Officer (or delegate).

Terms of Reference

On behalf of Senate, the University Education Committee shall have oversight of all matters related to educational strategy and policy of the University. The Committee shall maintain academic standards, providing assurance to Senate that the University is compliant with all regulatory frameworks pertaining to educational matters; and drive excellence in teaching, learning, student experience and student outcomes.

- a) To develop the academic framework, educational objectives, aims and policies of the University consistent with its regulations and strategy, and to ensure the coherence of the academic portfolio.
- b) To develop and monitor the implementation of the University's Strategy, including informing and monitoring the effective development of the teaching and learning environment (physical and digital); to approve Faculty strategic and associated operational plans.
- c) To approve, monitor and enhance the procedures for all relevant academic quality assurance procedures (e.g. course approval, annual monitoring, periodic review, evaluation, and peer observation of teaching)
- d) To be responsible for quality assurance of academic standards and outcomes, including principles and frameworks and for setting the assessment procedures and academic regulations of the University, with due regard to the requirements of relevant national sector and international frameworks and external agencies.
- e) To receive assurance, monitor and enhance matters relating quality in teaching and learning, and student outcomes for all provision that leads to an award of the University.
- f) To monitor and maintain the sustainability of the taught course portfolio by receiving reports from sub-committees and Faculties on changes to the existing portfolio (i.e. new courses, suspension, withdrawal or change in title of a course) and to address any University issues arising.
- g) To monitor and where appropriate recommend changes to policy and procedures in respect of student progress, including monitoring and evaluation of statistical data on student progression and achievement, in the context of policies and strategies for admissions, widening participation and equalities and diversities.
- h) To direct the development and monitor the implementation of policies for academic and wellbeing support for students, including the acquisition of broader learning and life skills to prepare students for future employment and citizenship.
- i) To approve the appointment of external examiners for all University awards and determine policy and procedures relating to such appointments; to consider analyses of external examiners' reports and determine action to be taken on University-wide issues.
- j) To monitor the work of the sub-committees operating under the delegated authority of the University Education Committee, to review recommendations made, and to receive, consider and assure [annual] reports of their business.
- k) To receive [annual] reports from Faculty Education Committees/equivalent bodies within Faculties.
- l) To approve procedures for the disbursement of such funds and resources as may be made available for the enhancement of the student experience and the recognition of teaching excellence.
- m) To consider reports and proposals from other committees, support services and consultative groups and to recommend appropriate responses.

- n) To oversee the operation of the University's degree apprenticeship provision via the Apprenticeship Oversight Committee.
- o) To consider and make recommendations on the enhancement of academic excellence.

For the purpose of expediting matters in which the Committee is competent to act under these terms of reference, to delegate powers and functions to its Chair or other members of staff, as appropriate.