

**Institute Quality Committees (IQC)**

Membership

Chair – Quality Lead for the Institute.

At least six members of staff involved in quality assurance and enhancement or leadership of courses (e.g. course/subject leaders, assessment officers, etc).

Chair of Institute Learning and Teaching Committee.

One member from another academic Institute with experience of quality assurance.

At least one, and not more than three, student representatives who should normally be the elected Institute Representatives.

Academic Quality Unit Officer.

Secretary (drawn from the Institute support staff).

The Committee will have the power to co-opt other members for specific meetings or items of business eg course or partner college representative.

Membership should be reviewed on an annual basis.

Meetings to be held at least three times per year.

Terms of Reference

IQC is responsible to Academic Board through ASQEC for maintaining the quality and standards of all Institute programmes (including those delivered by partners) and for ensuring the effective delivery of taught programmes to students. Specifically, it is the responsibility of IQC to:

1. Ensure the effective implementation across the Institute of University policies and procedures relating to academic quality and standards and the student learning experience.

2. Oversee the arrangements for the appropriate development and scrutiny of course proposals, and the evaluation of the effectiveness of such arrangements.

3. Approve new modules and amendments to existing modules and courses in accordance with the University’s agreed categories of minor and major change.

4. Ensuring programme specifications and other documentation provided to students is current and accurate.

5. Undertake effective annual evaluation of all courses, including collaborative provision, in the Institute, and report to ASQEC on these activities.

6. Receive the outcomes of internal and external reviews of quality and standards for Institute provision, and monitor associated action plans.

7. Monitor Institute widening participation and access initiatives, student retention, achievement, progression and employment outcomes. Monitor module evaluation response rates and outcome reports, and post-exam board module moderation processes, ensuring appropriate action is taken for improvement purposes.

8. Ensure a complete and balanced set of external examiners are in place for all courses and effective processes are in place for communicating with external examiners and responding to reports.

9. Receive reports from the Institute representative on ASQEC, and the summary report produced by ASQEC for Academic Board, and a report from the Institute representative on the Academic Partnerships Committee.