



St Mary's
University
Twickenham
London

ACADEMIC SCRUTINY COMMITTEE

TERMS OF REFERENCE

2022/2023

1 Purpose

The primary purpose of the Academic Scrutiny Committee is, on behalf of the Board of Governors, to provide academic oversight and to scrutinise the Academic Board and the Senior Management of the University with particular attention to the maintenance of academic standards and the overall enhancement of the student experience.

2 Membership

2.1 Up to three non-staff Governors one of whom shall be the Chair of the Committee

One Staff Governor

The Student Governor (President of SMSU)

The Vice-Chancellor (Chair of the Academic Board)

Subject to Board approval, the Committee may co-opt up to two external members with relevant skills and experience.

2.2 In attendance

The Provost

The Dean of Teaching and Learning

The Director of Strategic Planning

Other senior staff as and when appropriate

The University Secretary (Secretary to the Committee)

3 Quorum

The quorum will be 50% of the members of the Committee or 50% of the members minus one where there are an odd number of members.

4 Terms of Reference

Activity
<p>1. Academic and Teaching Oversight</p> <p>The Academic Scrutiny Committee shall on behalf of the Board of Governors monitor the following:-</p> <ol style="list-style-type: none">i) Academic experience and student outcomesii) The provision of teaching and learning at the University.iii) The standards of awards <p>Such scrutiny shall be carried out in the context of the obligations on the University as set out in the Higher Education and Research Act 2017 the Office for Students Regulatory framework, and by the UKRI.</p> <p>The Committee shall also exercise oversight on behalf of the Board of Governors of the University's progress in meeting the requirements of the Teaching Excellence and Student Outcomes Framework (TEF) and ensuring that high standards of learning and teaching within the University are maintained.</p>
<p>2. Key Performance Indicators</p> <p>On behalf of the Board of Governors develop and refine the Key Performance Indicators.</p> <p>It shall consider the University's progress against relevant Key Performance Indicators and any other relevant data and information to support the primary purpose of the Committee.</p>
<p>3. Monitoring Risk</p> <p>The Committee shall monitor and consider academic risk as set out on the University's Risk Register, this shall include:-</p> <ul style="list-style-type: none">• Those risks relating to quality• Risks relating to the recruitment of students• Those risks relating to regulatory requirements.• Any major collaborative developments where there are risks to the University's governance or quality• Those relating to the retention of students• Those risks relating to the equality and diversity within the student population.• Any other academic risks that are on the University's risk register.
<p>4. Oversight of Student Experience and Student Recruitment</p> <ol style="list-style-type: none">i) To consider and scrutinise reports on student recruitment.ii) To scrutinise the work of the Student Experience Enhancement Committee and the work of the Academic Development Committee to enhance the student experience, retention and satisfaction.

- iii) To consider the Student Equality, Diversity and Inclusion Report and to consider how the needs and requirements of the University's diverse student population are being met.

5. Oversight of Research

To scrutinise and advise on the progress being made by the University to achieve its research aims under Vision 2030 and its research strategy.

To monitor the University's relationship with research bodies including the UKRI.

To exercise oversight of the University's progress in meeting the requirements of the REF process.

To scrutinise and advise on the University's strategies for development of Research income.

6. Compliance

To ensure that that University complies with the regulatory framework of the Office for Students relating to academic endeavours including any returns that need to be submitted.

Receive assurance regarding and to have oversight of any data returns including but not limited to those to Unistats, HESA, and the NSS.

5 Method of Operation

The Committee will meet three times a year as required around the need of the Board of Governors to provide the necessary assurances to the Office for Students, the meetings of the Academic Board and the Academic Development Committee.

The scrutiny of appropriate data will form a standing item and the Committee will scrutinise relevant aspects of assurances provided to the Office for Students.

The Committee will also identify relevant topics for themed meetings or 'deep dives' in to areas of interest or concern.

6 Delegated powers of the Committee

None.

7 Review of Terms of Reference

Subject to formal annual review.

Subject to approval by the Board of Governors

September 2022