

## Committee Structures

The following chart briefly describes each academic committee, its terms of reference (in a 'student-friendly' way), who attends it, and where it feeds into. This does not represent all committees that officers, student representatives, and staff attend, but is a starting point for a living document which we can update to reflect the committee commitments which we have made as a Students' Union team.

Committee Name	Student-Friendly Terms of Reference	Student	Staff	Feeds into?	Feedback or papers the SU might take to this committee	Secretary
<b>Senate</b>	Oversees the actions of all below committees; to consider and make recommendations to the Board of Governors about the Corporate Strategy; make recommendations on the academic profile of ARU; to determine admissions strategy and policy; to consider, monitor, and review Education Strategy and Research and Innovation Strategy; maintain oversight of academic standards and quality; to consider, monitor, and review the award-giving regulatory framework; be responsible for academic standards, education quality, and ethics issues (research); be responsible for internal/external examiners, policy and procedures for assessments and examination, conferment of awards (including honorary).	<b>Students' Union President:</b> Cavya Antony  <b>Officer (1):</b> Sobin Sojan	<b>Staff (1):</b> John Valerkou	None	Students' Union strategy; Large scale changes or initiatives that impact the wider student body, or that have been passed into Senate from other committees	Caroline Watts - informed of membership 06/08
<b>Education Committee</b>	To oversee implementation of the Education Strategy (including reports from Faculty level); to exercise responsibility for policy and strategy related to Education (both institutional priorities and sector-wide requirements); to be responsible for development and oversight of TEF activity; to oversee development of quality assurance and enhancement processes (including reports from ASQC); to oversee student experience of taught students (including reports from SEC); to recommend to Senate regulatory framework for taught awards; to monitor and oversee taught awards (including reports from Awards Board); to oversee taught admissions policy; to oversee all taught student equality and diversity data; to have institutional	<b>Officers (2):</b> Cavya Antony  Divya Agarwal	<b>Staff (1):</b> Rose Guy	Senate	Education strategy; TEF feedback (note: policy against the TEF); topics related to student access, transition, engagement, retention, success, and progression (where they don't fit into SEC) quality assurance processes; regulatory frameworks for taught awards (that doesn't belong in Academic Regulations); improving learning and teaching	Peter Worker - informed of membership 06/08

	oversight of quality assurance reviews; to identify measures to improve learning and teaching; to oversee management of academic collaborative arrangements with Associate Colleges and other organisations; to approve and monitor exit strategies if partnerships with Associate Colleges are terminated and satisfy obligations to students in accordance to the Student Protection Plan.				strategies (when it does not fit into LTASC, or when LTASC is bringing it to EC); Students' Union strategy that informs university behavior (eg. changes to SSLCs); Trends from FECs that cover multiple faculties	
<b>Research &amp; Innovation Committee</b>	To exercise corporate responsibility for the formulation of policy/strategy related to research, scholarship, innovation and knowledge exchange; develop an academic culture supporting individual colleagues and PGR students; develop a culture responsive to needs of businesses/external organisations in the context of innovation/knowledge exchange; to promote innovation and develop to enhance quality/volume of research, scholarship, and knowledge exchange; to offer advice and support to faculties; to develop, monitor, and review policy/procedure related to applications for external research funding/income; to recommend to Senate and CMT strategy for external income and monitor/review implementation of this strategy; to monitor and evaluate quality and volume of research, innovation, and knowledge exchange to report to Senate; to receive and consider Faculty research, scholarship, and knowledge exchange reports; to inform ARU policy in light of developments of research, scholarship, and knowledge exchange activity from the work of national agencies; to lead institutional responses to external bodies in the area of research, scholarship, innovation, knowledge exchange, and business support in the business context; to oversee student experience of PGR students (receiving regular reports from the RDC); develop, monitor, and review policy for the appointment and careers of research staff, establishment of research groups/centres/institutes, and infrastructure; to	<b>Officer (1):</b> Sobin Sojan  <b>PGR Reps: (2)</b> Robert Maguire, Wonda Grobbelaar	<b>Staff (1):</b> Emma Howes	Senate	Student feedback and monitoring of student provisions in Research Strategy; how to promote academic culture for PGR students; student experience topics (that don't fit into Research Degrees Committee); PGR equality and diversity topics	Amy Mitchell - Partnership Development Manager <a href="mailto:amy.mitchell@anglia.ac.uk">amy.mitchell@anglia.ac.uk</a> – on Mat Leave, contact Roger Chittock - informed of membership 06/08

	consider on behalf of Senate candidates applying for Higher Doctorate; to monitor subcommittees (REC, RDC); to oversee taught admissions policy; to monitor PGR equality/diversity data.					
<b>Student Experience Committee</b>	To monitor, review, and enhance the ARU taught student experience locally, regionally, and internationally; provide oversight for development and implementation of annual student experience action plan linked to Education strategy; to oversee management and development of innovative ways of capturing student voice, considering student feedback outcomes and making recommendations to Education Committee and Senate; to advise Senate and Education Committee on the enhancement and development of co- and extracurricular elements of student experience; to receive reports from FEC or other specialist groups to identify issues and trends to recommend action to Education Committee/Senate.	<b>To include min 1 PGT</b>  <b>Officers (2):</b> Divya Agarwal  Ash Salim  <b>Student Reps (4):</b>	<b>Staff (2):</b> TBC	Ed Comm	Student experience, as a whole, including co- and extra-curricular activities; student feedback that the university might not yet have seen (for example, Big 10 or trends in advice appointments); responses to student feedback such as NSS; Student Council policy that affects student experience; Students' Union initiatives or strategy that informs co- and extracurricular activities	Nikki Dibb - informed of membership 06/08
<b>Faculty Education Committees (1 per faculty)</b>	To discuss innovation in the Faculty's curriculum and learning and teaching methods/strategies; to monitor the Faculty's action plan to implement Education Strategy; to monitor subject-related TEF performance; to monitor and review the quality of education and student experience; to consider the outcomes of the annual monitoring process and action plans; to oversee preparations for periodic review in the Faculty; to oversee the Faculty's engagement with PSRBs; to oversee external examiner arrangements; to process the approval of proposals for minor revisions to the curriculum.	<b>VPs + Faculty Reps</b> (per faculty, campus dependent)	<b>Staff (1):</b> Rep Coordinat or for Faculty	Ed Comm	Faculty-wide (but faculty-specific) issues about curriculum and learning and teaching; Faculty-wide (but faculty-specific) student experience issues (i.e. placements, hidden course costs, exam dates); Feedback about curriculum revisions Faculty-specific key dates (eg: Faculty forums, faculty rep bye-elections)	AHSS: Lisa Bird S&E: Ellen Langford HEMS: James Emsden B&L: Claire Moorey
<b>Academic Standards &amp; Quality Committee</b>	To oversee the management and implementation of ARU's academic regulations; to develop, monitor, and review ARU's quality assurance and enhancement policies and procedures; to oversee the development and	<b>Officers (2):</b> Kevin Joy Ash Salim	<b>Staff (1):</b> Emma Howes	Ed Comm	Trends in Advice service related to academic standards; Quality Assurance/Enhancement	Livy Sjollema – on Mat Leave, contact Peter Worker - informed of

	implementation of criteria for student admission; to oversee ARU's collaborative arrangements with Associate colleges and other organisations; to consider recommendations from the ARSC for revisions to academic regulations; to monitor FECs with regard to quality assurance activity; to monitor all taught student equality and diversity data.	<b>UG Student Rep (1):</b> <b>PGT Student Rep (1):</b>			policy/procedure feedback; to raise issues related to academic standards and quality that do not belong in Academic Regulations; Concerns about equality/diversity and implementation of liberation rep campaigns at UGT/PGT level; NSS recommendations; MAD / Excellent teaching analysis	membership 06/08
<b>Faculty Research &amp; Innovation Committees</b>	To recommend to R&IC and Dean of Faculty ways to promote and embed development and enhancement of research culture inc. support of individual colleagues and PGR students; to support the Research and Innovation Strategy through development, implementation, and monitoring of a Faculty Research and Innovation Strategy; to establish ways to monitor and evaluate quality and volume of research and innovation activity within faculty.	<b>PGR Reps:</b> (relevant faculty PGR reps)	N/A	R & I	Faculty-wide (but faculty-specific) research & innovation issues for PGR students.	Emily Downing, Research Coordinator AHSS <a href="mailto:Emily.Downing@anglia.ac.uk">Emily.Downing@anglia.ac.uk</a> FST Research: <a href="mailto:fst-research@anglia.ac.uk">fst-research@anglia.ac.uk</a> Emma Smith / Claire Mitchell Research Administrator HEMS <a href="mailto:Emma.Smith@anglia.ac.uk">Emma.Smith@anglia.ac.uk</a> / <a href="mailto:Claire.mitchell@anglia.ac.uk">Claire.mitchell@anglia.ac.uk</a>
<b>Research Ethics Committee</b>	To advise the Research & Innovation Committee, on matters relating to the ethics of research undertaken by members of staff and students. The development of policy and guidance on research governance and ethics. Oversight for all research-related ethical issues. Provide guidance on any	<b>PGR Reps: (1)</b> Charlotte (Lottie) Herriott	N/A	R & I	Trends in feedback from PGR students relating to ethics processes at ARU.	Julie Scott Research Ethics and Integrity Manager

	specific ethics problems that are referred to the Committee. Assess applications for ethical approval only when referred by a Faculty Research Ethics Panel (FREPs). To consider an annual report from each of the FREPs and to provide an annual report to the Research & Innovation Committee that includes a summary of the decision made in response to applications for ethical approval in the previous year by the Research Ethics Committee and all FREPs. To audit a sample of applications processed by FREPs to ensure that there is consistency. To advise on research ethics training.					<a href="mailto:Julie.Scott@anglia.ac.uk">Julie.Scott@anglia.ac.uk</a> - informed of membership 06/08
<b>Research Degrees Committee</b>	To recommend to Senate the regulatory framework of ARU's research degree awards; to oversee the management of ARU research degrees, through regular reports from the PGR Student Progress Subcommittee, with annual reports on pass, resubmission, failure, completion, and withdrawal rates, comments from examiners, delivery of ARU and faculty-level researcher development activity, feedback from recent graduates and feedback from students; to develop, monitor, and review ARU's quality assurance and enhancement policies/procedures for research degrees; to monitor and review quality of ARU and faculty level research development activity; to monitor, review, and develop strategies to enhance quality of student experience in research degree programmes; to approve appointment of examiners for individual research students; to consider an annual report on research degree activity; on behalf of Senate to consider recommendations of examiners for research degree awards for individuals and ensure examination process is completed in full (and recommendations of examiners acted on); to consider the reports from External Moderators on Stage 1 for Professional Doctorate Candidates and action taken by Faculties; to consider and approve applications for upgrade/confirmation of registration from individual	<b>Officer (1):</b> <b>Kevin Joy</b>  <b>PGR Reps (2):</b> Georgia Dunn  Fraser Luther-Yarwood	<b>Staff (1):</b> Emma Howes	R & I	University-wide PGR issues about student experience and development; Concerns about PGR regulations (different than undergrad taught regulations); Feedback about PGR assessment; Concerns about PGR student equality/diversity and implementation of liberation rep campaigns at PGR level; Inclusion of PGRs in SU activity	Lorraine Shotliff, Research Degrees Manager <a href="mailto:Lorraine.Shotliff@anglia.ac.uk">Lorraine.Shotliff@anglia.ac.uk</a>  Helen Van-Damme, Research Degrees Manager <a href="mailto:hv1@aru.ac.uk">hv1@aru.ac.uk</a> - informed of membership 06/08

	candidates; to monitor all PGR student equality and diversity data.					
<b>Academic Regulations Sub-committee</b>	To review the Academic Regulations on an annual basis in the light of curriculum developments; to consider regulations for new academic awards approved by Senate; to resolve issues of ambiguity and misinterpretation relating to Academic Regulations; to recommend to ASQC changes to the Academic Regulations prior to approval at Senate; to oversee the operation of academic appeals and assessment offenses policies/procedures and consider annual report on Appeals and Offences including recommendations for development of policy/procedure.	<b>Officer (1):</b> Cavya Antony	<b>Staff (1):</b> Caroline Way	ASQ	Feedback relating to academic regulations or the appeals process/assessment offense panels; Advice Service trends related to academic regulations or appeals and assessment offense panels	Lorna Kempster
<b>Student Staff Liaison Committees</b>	To discuss and receive reports from Student Reps; to receive and discuss matters relating to delivery of the course and modules; to provide a forum for consultation on proposals for curriculum revisions; to receive and discuss matters relating to support for students registered on the course; to receive and discuss various management information which relates to the course (i.e. outcomes from feedback such as NSS, UKES, and module evaluations).	<b>Student Reps (n/a)</b> Course Reps	<b>Staff (1):</b> Rep Coordinator	FECs	Course reps' collected feedback; SU initiatives we want to communicate across SSLCs (including faculty rep initiatives)	

<b>Student Matters (Under the Board of Governors)</b>	Consider and recommend to the Board rules, regulations and procedures for students. Consider and advise the Board on NSS results and other indicators of student experience i.e. UKES and other student surveys. Consider reports on student facing services including University Library, Student Services, Residential Services, Security. Consider reports and presentations on the work of the Students' Union including key policy initiatives and areas of	<b>Officers (2):</b> Cavya Antony Divya Agarwal  <b>Student Reps (2)</b> <b>UG / PGT:</b>  <b>Student Reps (1)</b> <b>PGR:</b>	<b>Staff (1):</b> CEO: John Valerkou	Board of Governors	- NSS Campaign - student experience priorities -Rules, Regulations and Procedures for Students -Annual Student Complaints -TEF consultation -Student Performance - Student Retention -Employability Strategy -SU Elections	Jennifer Powell - informed of membership 06.08
---	---	--	--	--------------------	--	--

	<p>partnership with the University. Any presentations of significant interest would be referred to the Main Board. Consider reports on student complaints, appeals and disciplinary procedures. Consider and act upon any other matter referred by the Board of Governors. Consider at the end of each meeting what, if any, matters should be escalated to the Board of Governors.</p>			<ul style="list-style-type: none"><li>-Committee Work Plan 2017</li><li>-Mental health awareness</li><li>-Access and Participation Plan</li><li>- SU Impact report</li><li>- Student wellbeing</li><li>- Attainment gaps</li></ul>	
--	---	--	--	--	--