

Ordinance **Appendix B: Terms of Reference of Council Standing Committees and Subcommittees**

College Education Committee, Committee of Academic Board

Terms of Reference

1. Authority

The College Education Committee will provide strategic leadership of education for the College. It will ensure that the College's academic taught provision aligns with national expectations for quality and academic standards and enhances students' learning experience. The Committee will promote:

- risk-management approaches in relation to quality assurance, providing oversight of the quality and academic standards of students' learning opportunities and learning experience, advising Academic Board of any issues and areas of good practice
- enhancement in learning, teaching, and assessment
- an ethos of students as co-creators of the education experience

2. Duties

On behalf of Academic Board, the College Education Committee will:

- 2.1 Monitor and review the implementation of the College's Education Strategy 2017 - 2022
- 2.2 Oversee the implementation of Faculty education strategies and the monitoring of performance indicators
- 2.3 Develop and maintain oversight of the College's strategies and policies relating to the full life-cycle of students' education (recruitment, retention, progression, and degree outcomes) and ensuring institutional compliance with external requirements
- 2.4 Monitor and report on the quality assurance and quality enhancement framework, taking into account both the internal and external context as they apply to taught education provision, including collaborative, flexible and distributed and distance learning provision
- 2.5 Maintain oversight of the programme and module approval, amendment and withdrawal procedures, and receive reports on proposals for new programmes and/or withdrawal of existing programmes (and short courses) from the Programme Development and Approval Sub-Committee
- 2.6 Promote enhancement in learning, teaching, assessment, and the student experience through the identification and dissemination of good practice
- 2.7 Have oversight of the quality of students' learning opportunities and learning experiences, advising Academic Board of any rising issues or areas of good practice

- 2.8 Have oversight and responsibility for the College’s approach to the Teaching Excellence and Student Outcomes Framework (TEF) and monitoring the on-going conditions of registration with the Office for Students.
- 2.9 Receive reports from the Academic Standards Sub-Committee on the:
- monitoring and evaluation of processes to assure the Committee of the academic standards of taught programmes
 - analysis of relevant performance indicators in relation to student performance and achievement
- 2.10 Receive regular reports from the following areas:
- Collaborative Provision Sub Committee (CPSC) – to provide updates on the conduct of the College’s collaborative arrangements with partner institutions and for the strategic development of policies relating to collaborative provision
 - Education & Students Transformation Board – to provide updates on the status of transformation projects and their impact
 - King’s Academy Advisory Board – to provide updates on the work and activities of the King’s Academy
 - King’s College London Student Union (KCLSU) – to provide updates on the work and activities of the KCLSU Officers
- 2.11 Champion inclusive education and monitor the equality and diversity dimensions of learning and teaching provision
- 2.12 Oversee Faculty governance structures for education, receiving regular reports from Faculty Education Committee on their areas of business and any issues that need to be raised at CEC
- 2.13 Receive annual overview reports of:
- UG/PGT external examiners reports
 - Activities within the Education and Students Function
 - Faculty Education Committee governance
- 2.14 In support of these duties, the Committee will:
- 2.14.1 form subcommittees, working groups and task and finish groups as needed, including:
- Academic Standards Sub-Committee
 - Collaborative Provision Sub-Committee
 - Programme Development and Approval Sub-Committee
- 2.14.2 review the relevance and value of its work on an annual basis
- 2.14.3 review its terms of reference on an annual basis.

3. Composition

- 3.1 The College Education Committee shall be appointed by Academic Board and shall comprise:
- 3.1.1 Vice President & Vice-Principal (Education) (in the Chair)
- 3.1.2 One Faculty Member and one alternate per faculty.

- 3.1.3 One Member and one alternate from the King’s School of Professional & Continuing Education
 - 3.1.4 Senior Vice President (Academic)
 - 3.1.5 Vice President & Vice-Principal (Global Engagement)
 - 3.1.6 Vice President and Vice-Principal (Research)
 - 3.1.7 Digital Education Academic Lead
 - 3.1.8 Postgraduate Taught Lead
 - 3.1.9 Chair of the Academic Standards Sub-Committee
 - 3.1.10 Chair of the Collaborative Provision Sub-Committee
 - 3.1.11 Chair of the Programme Development and Approval Sub-Committee
 - 3.1.12 Executive Director of Students and Education
 - 3.1.13 Director, Library and Collections
 - 3.1.14 Strategic Programmes Director, Education & Students Directorate
 - 3.1.15 Strategic Directors, Education & Students Directorate
 - 3.1.16 Associate Director, King’s Academy
 - 3.1.17 KCLSU President or nominee (for unreserved business only)
 - 3.1.18 KCLSU Vice-Presidents for Education (for unreserved business only)
 - 3.1.19 KCLSU Vice-President for Postgraduate (for unreserved business only)
- 3.2 There shall be a Deputy Chair, nominated by the Vice President and Vice-Principal (Education) from amongst the members of the Committee
- 3.3 The following shall have the right to attend meetings of the Committee, but are not members of the Committee:
- 3.3.1 Associate Director, Academic Regulations and Policy Compliance
 - 3.3.2 Associate Director, Education Transformation
 - 3.3.3 Associate Director, King’s Academy
 - 3.3.4 Head of CTCL/Education Solutions
 - 3.3.5 Executive Director, King’s Online
 - 3.3.6 Director of Brand and Marketing
 - 3.3.7 College Secretary
 - 3.3.8 Communications Business Partner
 - 3.3.9 Two Associate Directors (Education) – one from the arts and sciences faculties and one from the health faculties
 - 3.3.10 Other officers of the College may also be permitted by the Chair to attend the College Education Committee either permanently or for particular meetings.
- 3.4 The College Secretary or his/her designate shall act as Secretary to the College Education Committee.

4. Frequency of Meetings

The College Education Committee will meet at least six times in each year.

5. Reporting Procedures

The College Education Committee will report to the Academic Board at least annually.