

Faculty Meetings

Terms of Reference

Overview:

Faculty Meetings (FM) are to encourage collaboration and collegiality and to efficiently and effectively manage the business of a faculty. The faculty will meet regularly under the leadership of the Dean of Faculty.

1. Function of the Committee

- 1.1. The FM works with the Dean of Faculty to:
 - 1.1.1. Ensure the efficient and effective provision of education for students of the faculty.
 - 1.1.2. Ensure the efficient and effective provision of pastoral and academic support for students of the faculty, and by monitoring and reviewing attrition, retention, and progress rates.
 - 1.1.3. Ensure the academic management of students.
 - 1.1.4. Ensure the academic quality assurance of each course and subject through the monitoring and review of student and lecturer feedback and data relating to student experience and performance.
 - 1.1.5. Provide ongoing monitoring and review of courses and subjects by seeking feedback from lecturers and adjunct lecturers and from students, and by monitoring subject results.

2. Expectations / goals of the Committee

- 2.1. The FM works with the Dean of Faculty to assure academic quality through the efficient and effective implementation of policy, procedures, and guidelines, and as part of:
 - 2.1.1. The continuous improvement cycle, the FM may propose amendments to policies via the Dean of Faculty submission to the Academic Advisory Group (DSF).
 - 2.1.2. Best practice the FM may make amendments to procedures, the outcome of which will be shared with the other faculties via either the Administrators Faculty Group or the DSF.
- 2.2. The FM acts as the review and monitoring group for the academic progress of students.

3. Committee Membership

- 3.1. All members of the faculty, including academic and administrative staff, may be a part of the FM.
- 3.2. With respect to academic decisions, including those relating to the progress of students, only academic members of the faculty may vote.

4. Quorum of the Committee

- 4.1. The Dean of Faculty and two other academic members constitute a quorum for making academic management decisions.

5. Frequency of Meetings

- 5.1. The FM meets to review the progress of students after each semester.
- 5.2. Other meetings of the FM will be held frequently enough to ensure the functions of the committee are achieved.

6. Reporting Requirements and Relationship to Other Committees

- 6.1. The minutes of the FM will be made available to the DSF.
- 6.2. Minutes relating to the academic management of a course and/or of a student will be made available to the Academic Board (AB).
- 6.3. The FM of each Faculty works in collaboration with the other faculties through the Administrators Faculty Group, the Academic Quality Assurance Committee, and the DSF.

7. Committee Support

- 7.1. The Dean of Faculty acts as the Chair of the committee.
- 7.2. Normally, the Faculty Administrator acts as the secretary of the FM.

8. Committee Management

- 8.1. Minutes will be kept and confirmed minutes will be forwarded to the DSF or AB as required.
- 8.2. A member of the committee will proof read draft minutes and edit them for accuracy.
- 8.3. All recommendations and papers for broader discussion will be clearly written and presented in a timely manner, allowing sufficient time for consideration by other parties.

Approved: Academic Board, 20/06/2014