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**Terms of Reference: Education Enhancement & Strategy Committee (EESC)**

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<b>Date of Approval:</b>	June 2013, Academic Council
<b>Last Reviewed:</b>	January 2017
<b>Date for Review:</b>	January 2018
<b>Version Number:</b>	V4.0
<b>Chair:</b>	Vice Principal (Education)
<b>Deputy Chair:</b>	Head of Quality (or an alternate nominated by the Chair)
<b>Secretary:</b>	Head of Quality

**Context**

The Education Enhancement & Strategy Committee (EESC) reports to Academic Council on initiatives for assuring and enhancing education and teaching standards at the University College of Osteopathy (UCO) through defining and monitoring educational strategy. The EESC directs educational activity based on external scanning and internal action planning, to promote innovation and enhancement in teaching, learning and assessment. The EESC reports to Academic Council and liaises with the Quality Assurance Committee (QAC) and the Policy, Regulations and Audit Group (PRAG) on general learning and teaching issues affecting the remit of these groups.

**Terms of Reference**

- 1) To oversee the development and implementation of the UCO's Learning, Teaching and Assessment Strategy and Operational Plans and relevant underpinning strategies, as approved by Academic Council.
- 2) To develop initiatives to ensure that the educational courses offered by the UCO are developed and enhanced to:
  - a) Be innovative, attractive, accessible, flexible and viable.
  - b) Attract, accommodate and retain students with talent and potential from diverse backgrounds
  - c) Provide an excellent student experience.
  - d) Promote the employability of all students.
- 3) To identify new policy and initiatives in response to student support imperatives including retention, skills and employability, guidance and advice provision.
- 4) To take responsibility for the devising, recommending and monitoring of policies to ensure continual improvement of the student experience.
- 5) To take responsibility for both the National Student Survey and the UCO Student Satisfaction Surveys including developing action plans based on the results of the surveys and ensuring their implementation.
- 6) To oversee the annual reports to the University of Bedfordshire and the GOsC including the development and monitoring of actions plans and responding to any associated feedback from external bodies, as appropriate.

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- 7) To develop and recommend UCO responses to external consultations on education and the student experience.
- 8) To undertake external scanning to anticipate and prepare for new opportunities and likely future developments in learning, teaching and assessment.
- 9) To promote the professional development of staff to enhance their skills in learning, teaching and assessment and the dissemination of good practice.
- 10) To ensure the provision of adequate learning resources to support the delivery of all courses.
- 11) To consider proposals (from all sources) for:
  - a) New courses;
  - b) Major changes to existing courses;
  - c) The discontinuation of existing courses;
  - d) The approval of new units,;
  - e) The approval of course / unit title changes;
  - f) The approval of major changes to course curricula;
  - g) The approval of major changes to existing assessments;
  - h) The approval of major changes to Course Information Forms for existing courses;
  - i) and to undertake risk assessment for the above proposals as appropriate, and make recommendations to QAC, Academic Council and Senior Management Team (SMT) (where appropriate) for proposed changes to be made.
- 12) To formulate initiatives in response to matters raised by the QAC in its review of mechanisms for assuring and enhancing the quality of students' learning experiences and maintaining academic standards.
- 13) To promote and oversee the educational elements of the memorandum of understanding relationships and student exchange programmes as entered into by the UCO.

**Additionally, the Education Enhancement & Strategy Committee will:**

- 14) Receive and consider the annual monitoring reports from all course leaders for taught provision, reporting to Academic Council on action taken in response.
- 15) Produce an annual report on all courses for Academic Council, which synthesises course annual monitoring reports with other key institutional and educational matters including action plans.
- 16) Produce an annual report for Academic Council on the Student Experience, including action plans.
- 17) Receive and consider the reports from all external examiners for taught and research provision, reporting to Academic Council on action taken in response.
- 18) Receive and consider reports from the Portfolio Boards.
- 19) Report to and undertake any tasks allocated to it by Academic Council.

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**Frequency of meetings**

Routine meetings are scheduled four times a year. One further meeting is solely concerned with the strategic direction of the medium and long term future of the UCO's academic provision in the context of the UCO's agreed strategy.

**Composition and conditions of membership**

Chair - Vice Principal (Education)

Vice Principal (Research)

Dean of Academic Development

Dean of Osteopathic Education Development

One Student Representative

Academic Registrar

Chairs of Portfolio Boards

Heads of Areas

Two representatives from the Course Leaders

Student Support Manager

Head of Quality

Secretary - Head of Quality

*Co-opted Members*

Two members of Faculty may be co-opted

**Quorum**

Meetings will be quorate provided the Chair (or alternate Chair) and 50% of other members are present. Substitutes are permitted with permission of the chair.

**Reporting and Sub-Committees**Reports to:

Academic Council.

Receives reports from:

The following are sub-committees of the Education Enhancement & Strategy Committee:

Portfolio Board - Pre Registration Education

Portfolio Board - Post Graduate Education

Portfolio Board - Foundation Education

Staff and Student Liaison Consultation Group

The EESC will expect to form working groups, co-opting other members of staff with particular knowledge and experience to consider specific issues when appropriate.

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**Lifespan**

To be reviewed after 3 years.

**Amendment Record**

<b>Date of Amendment</b>	<b>Type &amp; Summary of Amendment</b>	<b>Amendment Approved By</b>
Mar 2014	Administrative – Amendments to role titles to reflect current roles and to clarify acronyms of committees.	Committee Chair
Jan 2017	Minor Amendments to reflect current practice and staff role titles and to include a Deputy Chair.	Vice-Principal (Education)
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair

AGREED