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**Terms of Reference: Quality Assurance Committee (QAC)**

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<b>Date of Approval:</b>	June 2014, Academic Council
<b>Last Reviewed:</b>	November 2016
<b>Date for Review:</b>	November 2017
<b>Version Number:</b>	V6.0
<b>Chair:</b>	Vice-Principal (Education)
<b>Lead Secretary:</b>	Head of Quality
<b>Minute Secretary:</b>	Deputy Registrar

**Context**

The Quality Assurance Committee is a subcommittee of Academic Council and is responsible for overseeing the implementation and development of the University College of Osteopathy's (UCO's) systems for setting, maintaining and monitoring academic standards including its quality assurance systems and procedures, for all taught provision. It advises the Academic Council on the development, review, and implementation of the academic regulations and quality assurance framework and associated policies and procedures for taught provision in light of developing national and international expectations regarding quality assurance including the UK Quality Code for HE.

The Quality Assurance Committee is also a subcommittee of the Senior Management Team and is responsible for monitoring the effectiveness and the extent to which the UCO meets its institutional quality assurance obligations in light of developing national and international expectations regarding quality assurance including the UK Quality Code for HE.

**Terms of Reference**

- 1) To monitor regularly all guidance and requirements issued by the Quality Assurance Agency for Higher Education, coordinating action as appropriate;
- 2) To monitor regularly all guidance and requirements issued by the University of Bedfordshire coordinating action as appropriate;
- 3) To monitor regularly all guidance and requirements issued by LASER coordinating action as appropriate;
- 4) To monitor regularly all guidance and requirements issued by GOsC coordinating action as appropriate
- 5) To co-ordinate responses to external consultations as appropriate
- 6) To oversee the implementation and development of the course approval, monitoring, and review processes for taught provision;
- 7) To oversee the implementation and development of processes for annual review of units and courses at foundation, undergraduate and postgraduate levels;
- 8) To maintain oversight of the external examiner appointments for taught provision in line with Validating Bodies and UCO procedures and requirements;

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- 9) To oversee the implementation and development of the Academic Quality Framework and the UCO's regulations;
- 10) To report annually to the Academic Council on the management of academic quality and standards for taught provision, identifying any academic matters for consideration and resolution.
- 11) To report annually to the Senior Management Team on the management of institutional quality, identifying any institutional matters for consideration and resolution;
- 12) To report annually on a range of relevant risk and performance indicators as required by the UCO's risk register, including risk indicators monitored by the QAA, such as:
  - a) Statistical data on the performance of courses;
  - b) Student feedback and survey results;
  - c) Annual reports regarding numbers and outcomes of complaints (staff, student and patient), appeals, misconduct, fitness to practice and any cases submitted to the UCO for review;
- 13) To oversee preparations for all external audits and institutional inspections;
- 14) To oversee audits or reviews initiated by Academic Council, the Education Enhancement & Strategy Committee and the Senior Management Team.
- 15) To produce an Institutional Calendar, to include all committee meetings, Annual Monitoring Report submission dates, term dates, renewal of external examiners etc. to be agreed by Academic Council and Senior Management Team.
- 16) To ensure that reports to external bodies relating to academic/professional standards including the GOsC, QAA and validating institutions are developed in a timely fashion and are reviewed appropriately before submission to the external body.
- 17) To undertake an annual review on behalf of Academic Council of the effectiveness of the Council and its committees and advise on any recommended changes;
- 18) To oversee the evaluation of Clinical Services, including Patient Satisfaction reviews.

### Frequency of Meetings

A minimum of four meetings a year.

### Rolling agenda items

As agreed by the Committee annually in advance.

### Composition and conditions of membership

Vice Principal (Education) (Chair)

Vice Principal (Research)

Head of Quality (Lead Secretary)

Senior representative of clinical education

Academic Registrar

Representative Chair of the Portfolio Boards

## Terms of Reference: Quality Assurance Committee (QAC)

One Course Leader Representative to serve for a one year term\*

One Unit Leader Representative to serve for a one year term\*

One Support Staff Representative

One Learning Resources Staff Representative

Deputy Registrar (Minute Secretary)

HR Manager\*\*

\*The Unit Leader and Course Leader ideally need to be from different courses and or representing part and full time modes of delivery.

\*\*To attend meetings on an as-needed basis.

### Quorum

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

### Reporting and Sub-Committees

The Quality Assurance Committee principally reports to Academic Council through the minutes of its meetings. It reports to the Senior Management Team on relevant items of business. It receives reports from the Policy, Regulations and Audit Group.

### Lifespan

To be reviewed after 3 years.

### Amendment Record

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
Mar 2014	Administrative – Amendment to staff role titles.	PRAG Chair
June 2014	Major – Amendment to Terms of Reference to remove responsibility of the annual committee effectiveness review from the PRAG to the QAC and clarification of monitoring the evaluation of Clinical Services.	Academic Council
May 2015	Administrative – Amendment to Secretary Role Title and correction to a Committee Title.	PRAG Chair
Nov 2016	Major – Amendment to the Membership of the Committee.	Academic Council
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair