



Queen Margaret University

EDINBURGH

QUICK GUIDE TO COMMITTEES

Overview

Student-Staff Consultative Committee The partner institution should organise regular meetings with students to allow them to provide constructive feedback on their experiences. Brief minutes should be taken to provide a record of issues raised and the institution's response.



Programme committee / programme team meetings The partner institution should organise meetings of their internal programme team to discuss operational issues. It is good practice to invite the Academic Link Person to attend some of these meetings. Ideally, the Student-Staff Consultative Committee should take place before the programme team meeting so that any issues raised by the students can be passed to the programme team for consideration.



Joint Board of Studies This meeting brings together staff from the partner and QMU to take an overview of the partnership as a whole. Notes of the Student-Staff Consultative Committee and programme team meetings should be reported to the Joint Board of Studies. The Board is chaired by the Dean of School or nominee, typically the Academic Link Person, and a member of Registry staff (Quality Enhancement Unit or School Office) acts as Secretary. This committee is the key forum for liaison between the partner institution and QMU and discusses all issues relating to the collaboration. If the issue requires input on a School or institutional level it will be reported upwards.



School Academic Board. The Joint Board of Studies reports into the School Academic Board which has overall responsibility for conduct of academic programmes within the School. The School Academic Board is the first point of call within QMU for quality procedures, such as module approval and external examiner appointments. The Academic Link Person should advise the partner institution as to how and when to provide documents for the Board.

Programme Committee

The Programme Committee will:

- exercise the overall academic and operational responsibility for the programme and its development;
- be responsible for maintaining and enhancing the academic standards of the programme

Membership consists of the following:

- Convener – Programme Leader
- All module co-ordinators

- Two students from each level of the programme
- Staff with key administrative responsibilities
- Exceptionally, external membership may be proposed where directly relevant to the operation of the programme.

Frequency of meetings:

The Programme Committee will meet at least twice a year and additionally at the request of the Convener.

Standard agenda items:

- Minutes of previous meeting
- Report on actions agreed at previous meeting
- Feedback from external examiners
- Feedback from students
- Student-staff consultative committee minutes
- Assessment schedule
- Module evaluation
- Changes to the programme or modules
- Annual monitoring report and action plan

Reserved business:

The Committee may also discuss issues relating to individual students (for instance students whose progress is giving rise to concern, students with complex personal circumstances, students who need a special programme devised for them). Student representatives must leave the meeting before reserved business is discussed.

Minutes:

Minutes should be kept which record decisions made. This is particularly important for decisions on individual students. The minutes also form a record which can be drawn on for annual programme monitoring or programme review.

Student-Staff Consultative Committees

A Student-Staff Consultative Committee will operate for each programme in order to allow students to discuss issues affecting their studies. The Committee will consider any matters directly related to the programme and report or make recommendations, as felt necessary, to the Programme Committee.

The membership of the Committee shall be drawn from staff teaching on the programme and student representatives; there should be more students than staff. The student membership should cover the main subject areas and activities of the programme. It is appropriate for a student to convene the committee and take minutes. Where a student member is not identified to take minutes, a member of the Programme Team will take on this role.

It is essential that some record be kept of the meetings for the purpose of demonstrating what issues were discussed, what the response was and whether the issue was then satisfactorily resolved. Programme Leaders will be expected to refer to SSCC minutes when writing their annual programme monitoring report.