Faculty Student Success Committee

1. Constitution

1.1 The [Academic Council](#) has established Committees in each Faculty, known as the Faculty Student Success Committee (FSS), which report to the Student Success Board (SS) and on some issues to the Learning, Quality & Regulation Committee (LQR).

1.2 FSS has the power to establish working groups to improve performance in respect of widening participation, the BAME Awarding Gap KPI and the Graduate Outcomes KPI.

2. Scope

2.1 FSS is responsible for the implementation of the University's Student Success sub-strategy in the Faculty and promoting a culture of reflection, excellence and innovation.

2.2. FSS oversees the quality and standards of educational provision in the Faculty so as to maximise individual potential and satisfaction of students. It reviews relevant metrics such as the sub-strategy KPIs and those used by other agencies e.g., Office for Students (OfS). It ensures that the OfS conditions for quality & standards are met in the Faculty.

2.3. FSS oversees achieving improved performance by the Faculty in the key areas of widening participation via the access and participation plan, the BAME Award Gap KPI and the Graduate Outcomes KPI.

2.4 FSS implements University regulations, policies and procedures related to educational quality and standards in the Faculty.

3. Membership

3.1 The membership shall be as follows:

Ex Officio
- Associate Dean, Student Success *(Chair)*
- Pro Vice-Chancellor of the Faculty
- Associate Heads of School (Student Success)

Other Members
- Faculty Operating Officer or other senior member of faculty administration
- 2x Heads of School
- 2 x relevant Faculty leads (e.g. Quality, Employability)
- A member of the University's Quality Assurance team
- A representative of Library Services
- Two student representatives, nominated by the Students' Union

- An External Member or a member of another Faculty's Student Success Committee

3.2   The Other Members of the Committee shall normally be appointed annually to the Committee by the Chair. They can be re-appointed but should not normally serve for more than 6 years on the Committee.

4.   Attendance at meetings

4.1   At the discretion of the Chair, other staff who are not members of the Committee may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Committee.

5.   Delegated Authority

The Committee is authorised by the Academic Council to approve:

5.1   Plans for implementing the sub-strategy for Student Success in the Faculty;

5.2   Action Plans to improve quality & standards and mitigate risk following reviews by the Faculty or external agencies (e.g. Professional, Statutory and Regulatory Bodies (PSRBs)) or student surveys;

5.3   Working groups to improve performance in the key areas of widening participation via the access and participation plan, the BAME Award Gap KPI and the Graduate Outcomes KPI;

5.4   Claims from students for Recognition of Prior Learning (RPL) under the Recognition of Prior Learning Policy and Procedure.

6.   Other Duties

The other duties of the Committee shall be to:

6.1   Plan, monitor and audit implementation of the sub-strategy in the Faculty including the review of key performance indicators and metrics used by external agencies e.g., OfS;

6.2   Champion and promote reflection, excellence and innovation across all areas covered by the sub-strategy in the Faculty. Make recommendations to LQR where improvements or innovations should be applied across the University;

6.3   Periodically review the management of academic risk in key areas in the Faculty covered by the sub-strategy and report to LQR;

6.4   Oversee achieving improved performance in the key areas of widening participation via the access and participation plan, the BAME Award Gap KPI and the Graduate Outcomes KPI;

6.5   Implement University regulations, policies, procedures and good practice. Review these regularly, ensuring that there is compliance with academic quality assurance requirements alongside a business like approach and recommend changes to LQR;

6.6   Assist LQR in the continual monitoring of quality assurance and academic risk management including annual and risk based reviews of programmes by the Faculty . Report to LQR on key themes and actions to be taken by the Faculty in response to these reviews;

6.7   Consider any external reviews of educational quality and standards (e.g. by PSRBs) in the faculty and any actions to be taken; report on reviews and action plans to LQR;

6.8   Regularly review student feedback mechanisms within the Faculty and ensure that reports from these are received by the Committee efficiently and effectively;

6.9   Assist LQR in the arrangements for internal student surveys;

6.10   Assist SS and LQR in the arrangements for any external reviews of educational quality and standards;

6.11   Present external examiners for LQR approval;

6.12   Receive reports on the external examiners' reports and action plans from Faculty quality assurance. Consider these and report to Faculty and LQR;

6.13   Ensure active consideration of equality, diversity, inclusion and sustainability in the conduct of the Committee's business.

7.   Standing Orders

7.1   The Committee must adhere to the [Standing Orders for Academic and Executive Committees](.).

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