QUALITY ASSURANCE COMMITTEE
TERMS OF REFERENCE

1. Status
The Quality Assurance Committee was established in 1997 as a sub-committee of the Academic Board. It also reports to the Staff-Student Liaison Committee.

2. Purpose
To examine the quality of all the programmes at Spurgeon's College and to make specific recommendations for action to the Academic Board, in accordance with the Quality Assurance Agency Quality Code.

3. Tasks
   a) To apply the criteria by which academic quality may be identified and measured as established by the QAA and other relevant organisations
   b) To assess all aspects of academic quality within the College, including curriculum design, formative and summative assessment, programme delivery, students' educational experience, feedback, resources and academic management

These tasks will be achieved by:
   a) receiving unit evaluations completed by students and comments thereon from the tutors
   b) receiving and examining annual reports from each programme or group of programmes provided under the auspices of the Academic Board
   c) interviewing members of staff or student representatives concerning the operation of programmes, as necessary
   d) carrying out (or commissioning) periodic reviews of the programmes as described in Chapter B8 of the Quality Code.

The purpose of these tasks is:
   a) to identify areas of special concern, and
   b) to identify and promote examples of good practice within teaching and learning activities at Spurgeon's College

4. Frequency of meetings
The group meets as often as necessary with a minimum of two meetings per year.

5. Membership
The Committee has as its members:
- At least two external members who may or may not be external members of the Academic Board
- The Director of Studies and/or another member of the Leadership Team
- The Senior Registrar
- Another member of the teaching staff
- Two or more student representatives, if possible from different programmes

The Committee will normally be chaired by an external member.

Note
The Quality Assurance Committee is intended to enable the Academic Board to carry out with the necessary care and thoroughness its task of ensuring that programmes at Spurgeon's operate at the appropriate standard. It should not be viewed as a means of relieving the Board of this responsibility.

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Title	**Quality Assurance Committee Terms of Reference**		
Date approved	May 2016	Implementation date	Sept 2016
Next review date			
Version	3	Supersedes version	2 (March 2013)
Approving body		Academic Board	
Quality Code consulted		A4; B8	
Member of staff responsible		Director of Studies	