

Teaching Quality Committee (TQC)

Overview

The TQC maintains the College's Quality Assurance Strategy and assures the quality and standards of the College's taught courses. The committee prepares and recommends a strategy to the Academic Board through which this can be accomplished. The committee is responsible for ensuring that the College satisfies the guidelines / codes of practice issued by bodies like the Quality Assurance Agency (QAA) and for assessing the impact of any changes thereto.

It leads the College's preparations for review and audit visits by the QAA and any relevant Professional Statutory Regulatory Bodies including the American Veterinary Medical Association (AVMA), the European Association of Establishments for Veterinary Education (EAEVE), the Royal College of Veterinary Surgeons (RCVS) and the Royal Society of Biology. It also oversees the arrangements for courses run in conjunction with other institutions. TQC ensures that appropriate educational development activities are organised through, for example, the training of staff and students who conducted teaching at the College.

The committee works closely with the Masters Coordinating Committee and the individual Course Management Committees; it is responsible for recommending the appointment of External Examiners and ensuring that responses to their reports are provided by the appropriate members of staff. It oversees the systems for obtaining student, graduate and employer evaluations ensuring that the College responds where necessary and annually reviews the results of evaluations and subsequent College responses. The committee ensures that the procedures for Strand Reviews, Module Reviews and Annual Quality Improvement Reports are adhered to by staff and it arranges for each taught course to have a periodic review (every six years), ensuring that processes are effective and thereby promoting improvements in teaching quality.

The Teaching Quality Committee currently has 5 sub-groups which support its work in the following areas (Fig 7):

- Student Survey Strategy Working Group: responsible for the administration of all student surveys
- Student Survey Results Working Group: responsible for reviewing the results of college wide student 'Satisfaction' surveys and Colleges responses.
- Collaborative Provision sub-group: responsible for overseeing matters relating to taught collaborative provision. Also receives updates from the Graduate School relating to collaborative research degree provision.
- External Examiner Report Sub-Group: responsible for approving colleges responses to external examine reports
- Annual Quality Improvement Reports Sub-Group: responsible for overseeing the annual quality reporting of all courses.

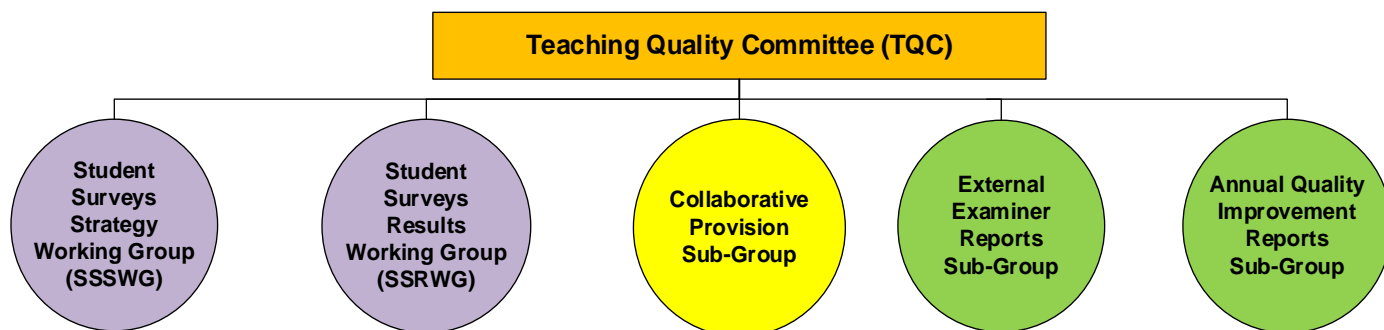


Fig 7: Teaching Quality Committee: Working/Sub-group structure

Terms of Reference

Purpose: *To assure the consistent and excellent quality of the RVC's courses and the standards of the College's awards.*

1. To recommend the College's teaching quality strategy for approval by the Academic Board, and to promote and monitor its implementation;
2. To develop and monitor the implementation of procedures for the assurance and enhancement of the quality of all taught courses;
3. To develop and monitor the implementation of procedures for the assurance of the academic standards of taught awards made by the College;
4. To operate processes for the initial validation and comprehensive periodic review of taught courses;
5. To recommend to Academic Board the appointment of External Examiners, and to ensure that the College responds appropriately to their reports;
6. To operate schemes to gather evaluations from students, graduates, employers and other appropriate groups and to ensure that they are responded to and acted upon;
7. To oversee staff and educational development activities related to learning, teaching and assessment enhancement;
8. To oversee arrangements for the delivery of courses run in collaboration with other institutions;
9. To ensure that the College's practices are consistent with guidelines and codes of practice issued by the Quality Assurance Agency for Higher Education, RCVS, AVMA, EAEVE, RSoB and similar bodies;
10. To oversee the College's strategy, and to co-ordinate the College's preparations, for review visits by the QAA, RCVS, AVMA, EAEVE, RSoB and similar bodies;
11. To have oversight of, and to approve, the College's annual report that informs the University Quality Enhancement Review (see Regulation 1 paragraph 67.5);
12. To review College-wide performance indicators related to teaching and learning, and to ensure that they are acted upon.

Constitution of Committee

Chair	A member of the Academic Board appointed by the Board.
Members	At least 1 academic representative from each academic department 1 representative of the Senior Management Group Principal (ex officio) SU Vice President Representation and Communications 2 SU course representatives/SU Officers (1 undergraduate and 1 postgraduate taught student) External Member

Non-voting Members (Invited to Attend)

	Vice-Principal (Learning and Student Experience) Associate Dean for Postgraduate Teaching and Learning Director of HR Head of Academic Quality and Learning Development Academic Registrar Representative of LIVE 1 representative of the Research Degrees Committee
Secretary	Head of Academic Quality and Learning Development or their nominee

Quorum ½ (half) the number of Members + 1

Standing agenda items

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| 1) Apologies for absence | 7) External Examiner Appointments |
| 2) Minutes of previous meeting | 8) Reports from working groups |
| 3) Periodic review | 9) Actions/outcomes from previous meeting |
| 4) Validation | 10) You said...We did... |
| 5) Audit/accreditation (whichever is current) | 11) Any other business |
| 6) Collaborative Provision | 12) Date and time of next meeting |

Termly agenda items

Autumn term	Spring term	Summer term
Membership, terms of reference and cycle of business (to approve)	Benchmarking report for consideration alongside the academic registrar's Registry Data Report (to consider)	Membership, terms of reference and cycle of business (including replacement or re-appointment of members inc Chair and curriculum managers for coming year) (to consider)
Annual Quality Report for University of London (to consider)	Annual Summary of Annual Quality Improvement Reports - undergraduate (to approve)	Annual Summary of Annual Quality Improvement Reports - postgraduate (to approve)
Annual Summary of External Examiner Reports (to consider)	External Examiner Report and RVC response (BVM Yr. 4 only) (to approve)	Monitoring the 'Strategy for enhancement of assurance of the quality of learning, teaching and assessment 2013-18'
External Member's Report (oral or written, during Autumn or Summer as appropriate) (to consider)	University of London Quality Enhancement Review (to consider)	External Member's Report (oral or written, during Autumn or Summer as appropriate) (to consider)
Module/Strand and Staff Teaching Surveys – Annual Summary of results of previous year (to consider)		
Destination of Leavers from HE Statistics (to consider)		
HR staff development report (to consider)		
Attendance Report covering previous academic year (to consider)		

