

Teaching Quality Committee (TQC)

Overview

The Teaching Quality Committee 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), the Australian Veterinary Boards Council (AVBC) and the Royal Society of Biology. It also oversees the arrangements for courses run in collaboration with other institutions. TQC ensures that appropriate educational development activities are organised through, for example, the training of staff and students who teach at the College.

The committee works closely with the Modular Scheme Management 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, Module, Elective and Rotation 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 3 working/sub-groups which support its work in the following areas (Fig 7):

- Student Survey Strategy: responsible for the administration of all student surveys
- Collaborative Provision: responsible for overseeing matters relating to taught collaborative provision. Also receives updates from the Graduate School relating to collaborative research degree provision. The Collaborative Clinical Training Development Group, which reports in to the Collaborative Provision sub-group, oversees the development of arrangements for provision of Rotations, Internships and Residencies delivered in collaboration with other organisations.
- Annual Quality Improvement: responsible for overseeing the annual quality reporting for the monitoring and review of all courses.

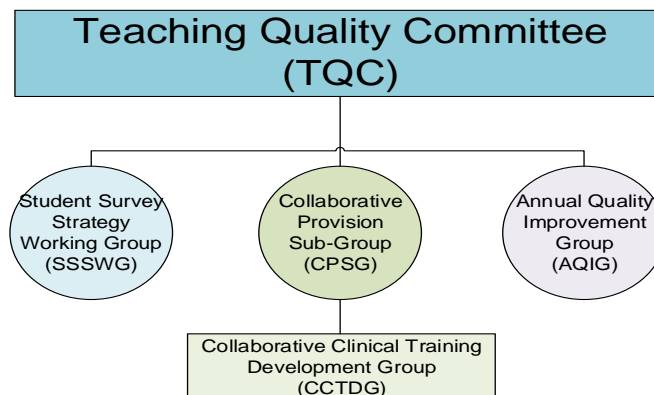


Fig 7. Teaching Quality Committee: Working/Sub-group structure

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, AVBC, 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, AVBC, 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

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

Non-voting Members (Invited to Attend)

Vice-Principal for Learning, Teaching and Assessment
Associate Dean for Postgraduate Teaching and Learning
Director of HR
Director of Learning & Wellbeing
Academic Registrar
Representative of LIVE
1 representative of the Research Degrees Committee
Secretary - Academic Registrar or their nominee

Quorum ½ (half) the number of Members + 1

Standing agenda items

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

Termly agenda items

Autumn term	Spring term	Summer term
TQC Membership, terms of reference and cycle of business (to approve)	Benchmarking report for consideration alongside the academic registrar's Registry Data Report (to consider)	TQC Membership, terms of reference and cycle of business (including replacement or re-appointment of members including Chair and curriculum managers for coming year)
RVC Annual Quality Enhancement Review Report to the University of London (to consider)	Annual Summary of Annual Quality Improvement Reports as approved by the TQC Annual Quality Improvement Group (AQIG) in the Autumn and Spring terms (to approve)	Monitoring the 'Strategy for enhancement of assurance of the quality of learning, teaching and assessment 2013-19 and its Implementation Plan' (to consider)
University of London Quality Enhancement Overview Report (to consider)	External Examiner Report and RVC response (BVM Yr. 4 only) (to approve)	TQC External Member's Report (oral or written, during Autumn or Summer as appropriate) (to consider)
TQC External Member's Report (oral or written, during Autumn or Summer as appropriate) (to consider)	Annual Quality Improvement Report for BSc Placement Year (unless already approved by AQIG) (to approve)	
Module/Strand and Staff Teaching Surveys – Annual Summary of results of previous year (to consider)	Annual Quality Improvement Report for Cert AVP (to approve)	
HR Annual Staff Development Report (to consider)	Annual Quality Improvement Report for RVC/UoLIP MSc LHP and MSc VEPH (to approve)	
TQC Attendance Report covering previous academic year (to consider)		