**Faculty of Arts, Humanities and Social Sciences**

**Undergraduate Education Committee**

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| **Terms of Reference:** |
| * Oversee the development and implementation of a Faculty-based undergraduate Education Strategy, aligned with the University’s Education Strategy
* Promote the enhancement of the undergraduate curriculum and diversification of the student experience through the development of cross-disciplinary programmes and initiatives
* Support student growth and recruitment strategies in line with Faculty targets
* Promote the development of innovative assessment mechanisms and flexible teaching delivery methods
* Oversee student engagement and retention initiatives
* Develop a co-ordinated approach to the delivery of Joint degrees in relation to marketing and recruitment, teaching delivery and student progression
* Review proposals for new undergraduate programmes in advance of submission to the Faculty Executive Board
* Ensure implementation of quality assurance processes, notably via Continuous Action for Programme Enhancement
* Promote the embedding of equality and diversity in both the curriculum and pedagogy
* Monitor the quality of teaching through module evaluation and student survey results
* Support the development of employability and work-based learning initiatives in Schools
* Ensure effective channels of communication between the Faculty, Professional Services and Schools
* Promote the sharing of best practice across Schools
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| **Membership:** |
| School-based members will be Directors of Education and have an active role in shaping the delivery of the undergraduate curriculum in Schools and participating in Faculty initiatives to enhance the education provision at undergraduate level. The Chair may co-opt additional members, if required. |
| **Composition** | **Current Members** |
| Chair: | Dean of Education, AHSS | Professor David Phinnemore |
|  | Director of UG Education, School of Arts, English and Languages | Dr Rosalind Silvester |
| Director of UG Education, School of History, Anthropology, Philosophy and Politics | Dr Jonathan Lanman |
| Director of UG Education, School of Law | Dr Brian Jack |
| Director of UG Education, Queen’s Management School | Professor Gareth Campbell |
| Director of UG Education, School of Social Sciences, Education and Social Work | Dr David Hayes |
| Director of Theology | Dr Karen Winter |
| Head of Student Affairs, Academic and Student Affairs | Ms Helen McNeely |
| Quality Assurance and Regulations Administrator, Academic and Student Affairs | Ms Jenny Brown |
| Education and Skills Development, Student Guidance Centre | Ms Maria Lee |
| Business Development Manager, AHSS | Ms Clare Greenwood |
| In Attendance: | Deans’ Administrator | Ms Ruth Walmsley |
| **Quorum**: | Chair plus three Directors of Education |
| **Serviced by:** | AHSS Faculty Office |
| **Reports to:** | AHSS Faculty Executive Board |
| **Receives reports from:** | Subgroups: Cross-Faculty and Joint Degrees; Study Abroad and International Exchanges |

Updated: February 2020