

Senior Tutors' Education Committee

Terms of reference

1. Purpose

The Senior Tutors' Education Committee:

- a. provides for a small group of Senior Tutors to identify and give initial consideration to current and future matters relating to the education provision for students;
- b. on behalf of the Senior Tutors' Committee, provides College oversight of Directors of Studies Committees;
- c. to consider any other matters referred to it by the Senior Tutors' Committee or its officers.

2. Standing

The Senior Tutors' Education Committee is a sub-committee of the Senior Tutors' Committee. Business is conducted on a confidential basis.

The Education Committee has no power to make decisions binding on, or to represent the views of, any College: equally, the Education Committee is not subject to the direction or control of the Colleges, either jointly or severally.

In addition, the Education Committee does not have the authority to make decisions on behalf of the Senior Tutors' Committee. It will be responsible for:

- acting as representative consultative body of Senior Tutors on education provision matters to the University (not withstanding that it cannot represent the views of all or any College);
- receiving and soliciting business of interest from or on behalf of the General Board's Education Committee and its Academic Standards and Enhancements Committee; Faculties and Departments; and Schools and thereafter making recommendations to the Senior Tutors' Committee or its Business Committee on actions to be taken in response to that business;
- receiving the minutes of Directors of Studies Committees, and thereafter making recommendations to the Senior Tutors' Committee or its Business Committee on actions to be taken in response to matters arising of education provision;
- receiving and reviewing annually the proposed undergraduate supervision norms of Faculties and Departments before they are approved by the General Board's Education Committee and Senior Tutor's Committee;
- considering the effects of University policy on the educational provision of the Colleges;
- reviewing the effectiveness of Tripos reforms from the College perspective;
- reviewing annually the undergraduate examination round from the College perspective;
- receiving and reviewing annually the list of approved Vacation Courses, known as the 'Pink List';
- reviewing undergraduate transition and bridging programmes offered by the Colleges; Faculties and Departments and making recommendations to the General Board's Education Committee and Senior Tutor's Committee as appropriate.

Minutes of the Education Committee will be presented to the Senior Tutors' Committee and its Business Committees. All recommendations shall be provided to the Senior Tutors' Committee, or its Business Committee if further consideration is needed on a matter, in the form of a written report for discussion and approval. The Chair has discretion to allow for a formal decision to be made by circulation to the Senior Tutors' Committee.

3. Membership

The Education Committee includes in its membership:

- (a) no more than six Senior Tutors, chosen by the Senior Tutors' Committee;
- (b) a member of University staff from the Education Quality and Policy Office.
- (c) no more than four persons co-opted by the Education Committee to support its work.

Members of category (a) shall serve for a period of three years. There is no limit to the number of consecutive periods of service.

Members of category (c) shall serve for a period determined at the point of their co-optation. Co-optation can be renewed at any point.

The Chair of the Education Committee is appointed by the Senior Tutors' Committee, from among those members in category (a) above. The term of Chair shall last for a period of three years, providing that the Chair can be re-appointed to the position for an additional two consecutive terms.

The Chair, at their discretion, may permit other persons to attend all or part of one or more meetings, providing that permission has been sought in advance of any meeting. Attendees do not have voting rights.

4. Meetings of the Sub-Committee

Meetings are convened by the Chair and/or Secretary: the Education Committee meets at least twice each Term, timed such that it can review and comment on meeting papers of the General Board's Education Committee ahead of its meetings. Notice of the date, time and place of meetings, and agenda and papers, is provided by the Chair or Secretary, in a manner to be determined by them.

There is no quorum for the approval of business.

Attendance at the Education Committee may include remote attendance through teleconferencing or other mechanisms, providing it is clear that the members can contribute effectively to any discussion and vote.

In the absence of the Chair, the Chair will in advance nominate another member of the Education Committee to chair that particular meeting. Otherwise, the Education Committee determines amongst those members present who chairs the meeting as its first item of business: this may be agreed by circulation in advance.

Decisions of the Education Committee are made wherever possible by consensus. In the event of a vote being required, a decision is carried on a simple majority of the members of the Education Committee present. In the event of a tie, the Chair carries an additional and deciding vote.

5. Conduct of business outside of meetings

In exceptional circumstances, the Education Committee may agree to conduct business by circulation.

The Education Committee may also agree which matters it may wish to delegate to a single member of the Education Committee, to decide on its behalf. Any item of delegated business is reported on at its next meeting.

The Education Committee may, at its discretion, set up (and otherwise suspend or disband) Working Groups, providing that these relate directly to the purposes of the Education Committee outlined above. The Education Committee may establish the membership, terms of reference, and duration of the Working Group, and shall report on these at least annually to the Senior Tutors' Business Committee.

7. Terms of reference

The terms of reference of the Education Committee are approved by the Senior Tutors' Committee: the Education Committee shall receive the terms of reference at least annually and may make recommendations to the Senior Tutors' Business Committee on proposed changes at any time.

Approved by the Senior Tutors' Committee on 29 November 2024