



**Higher Education Services
Student Engagement, Quality and
Programme Committee Terms of
Reference**

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FutureLearn Student Engagement, Quality and Programme Committee

Terms of Reference

1.0 Responsibilities of the Committee

1.1 FutureLearn's Student Engagement, Quality and Programme Committee is central to FutureLearn's commitment to maintaining quality across its entire provision and ensuring the ongoing compliance of legislative and regulatory matters. The committee will formulate and recommend new policies around quality assurance that meet sector standards. It will also review and monitor the performance of courses and student performance.

1.2 The Committee is responsible for overseeing the development, quality, and enhancement of the Higher Education Services course and programme offerings. It ensures that courses align with educational goals, maintain academic integrity, and meet student needs. The committee reviews new proposals, monitors course and programme performance, and supports innovation in online learning. It collaborates with partners to uphold content standards and student engagement. Additionally, the committee advises on programme and course directions, promotes inclusivity and accessibility, and fosters continuous improvement.

2.0 Composition of the Committee

Chair: Academic Registrar	Secretary: Academic Team Lead
Vice President Higher Education Services	Director of Academic Affairs (Deputy Chair)
Vice President Strategy	Head of Programmes
Programme Leaders	Module Leaders
Data Manager	Exams & Assessment representative
Student Services Team Leader	Elected student representative
Co-opted representatives	External link co-ordinator (annual)

2.1 It is the responsibility of all members of the committee to maintain confidentiality unless information is to be appropriately shared with other members of the represented teams when authorised to do so.

3.0 Terms of Reference

3.1 The Student Engagement, Quality and Programme Committee is responsible for:

- Advising ASQC on the continuous improvement and the development of quality assurance procedures and enhancements.

- Overseeing the development of student engagement opportunities in line with FutureLearn's strategy.
- Reviewing and acting on (where appropriate), learner characteristics, success rates and outcomes.
- Enabling student representation across FutureLearn to have influence on the strategic direction and decision making at FutureLearn.
- Keeping Registry structures, regulations, policies, and procedures under regular review.
- Evaluating module, course and programme performance and taking actions where required.
- Identifying new learning opportunities to embed into the course and programme curriculum in line with the academic teaching, learning and assessment strategy.
- Producing annual monitoring reports and ongoing action plans.
- Approving recommendations for new programmes, modifications to programmes and revalidations of existing programmes.
- Advising ASQC on the withdrawal and closure of programmes upon which students are currently registered on or hold offers for.
- Confirming learner participation and communication in changes to modules in line with CMA requirements.
- Monitoring the effectiveness of student representation and reporting annually to ASQC.
- Overseeing the appointment of external examiners.
- Overseeing and responding to regulatory and professional bodies requirements and reporting, including monitoring, and action on, changes to professional body requirements.
- Receiving reports as appropriate from other subcommittees.
- Considering other issues related to the programmes as may be referred to by SEQPC.
- Considering any points for discussion relating to Equality, Diversity and Inclusion, actions and impacts.

- Establishing regular arrangements for the review of the committee's terms of reference and composition and effectiveness.

4.0 Accountabilities

4.1 The Student Engagement, Quality and Programme Committee is accountable to the Senior Leadership Team and may refer matters to other subcommittees. The committee will report to ASQC on matters relating to quality assurance, student engagement and performance, and the maintenance of sector standards. It will report on updates to policies and frameworks, proposals for changes to Registry governance structures within its remit, and any other priority matters referred to for action by the Managing Director of FutureLearn.

5.0 Administration

5.1 The Student Engagement, Quality and Programme Committee will meet four times per year.

5.2 The terms of reference for the Student Engagement, Quality and Programme Committee will be reviewed annually by the Senior Leadership Team.