



# School Committees Policy

## 1. Purpose

The purpose of this policy is to establish school committees to advise the Learning and Teaching Committee on matters including, but not limited to, the structure, delivery and quality assurance of each Schools courses.

## 2. Scope

This policy applies to the Schools of the Institute- the School of Information and Technology and Engineering and the School of Business.

## 3. Definitions

Term	Definition
Learning and Teaching Committee	is a standing committee of Academic Board.

## 4. Policy Statement

The Schools will establish the following committees to provide advice to the Learning and Teaching Committee-

### 4.1. The School Committee

The *School Committee* is the principal advisory committee of the Learning and Teaching Committee, which has responsibility through the Academic Board for Learning and Teaching at the Institute.

The function of the School Committee is to:

- 4.1.1. be representative of all academics who are members of the committee with the Head of School as Chair;
- 4.1.2. consider all matters associated with the structure, delivery and review of the courses that it School offers;
- 4.1.3. review a defined set of statistics for each unit and report its analysis to the Learning and Teaching Committee at the end of each trimester;
- 4.1.4. consider all matters associated with the development of new courses;
- 4.1.5. consider deliberations formally reported from minutes of subcommittee meetings;
- 4.1.6. report to the Learning and Teaching Committee the actions and outcomes of its deliberations through the Head of School or nominee.

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The Membership of the School Committee is comprised of all full-time and fractional full-time academic staff of the School.

A quorum will be: half of the members if the number of members (including vacancies) is even; or a majority of members if the number of members (including vacancies) is odd. In the case of a tied vote the Chair has the casting vote.

The School Committee meets at least once each trimester. The Chair may convene a special meeting at any time with reasonable notice.

## 4.2. The Course Advisory Committee

The *Course Advisory Committee* is an advisory committee of the School Committee. The function of each Course Advisory Committee is to:

- 4.2.1. consider and give advice to the School Committee on the structure, delivery and review of the courses the School offers.
- 4.2.2. advise on the development of new courses, seeking expert advice where necessary.
- 4.2.3. draw to the Learning and Teaching Committee's attention, via the School Committee, recent developments and trends in specific fields of study and research and directions in course development.
- 4.2.4. provide advice and guidance on the implications of changing government policy and procedures within the higher education sector and how these may relate to, or impact upon, the Institute's courses.
- 4.2.5. review course documentation to ensure that it meets standards of rigour and depth appropriate to an award at that level and that course rationale, aims and content are consistent and reflect best practice.
- 4.2.6. receive and comment upon new and revised outlines for units of study within existing courses.
- 4.2.7. review a defined set of statistics for each unit and report its analysis for the Learning and Teaching Committee's attention, via the School Committee.
- 4.2.8. keep under review quality assurance mechanisms, paying particular attention to assessment procedures, stakeholder feedback and benchmarking with other higher education institutions, where possible.

The Membership of the Course Advisory Committee is comprised of the Academic Board Chair, the Executive Dean, the Head of School (Chair), with external experts from industry and academia.

A quorum will be: half of the members if the number of members (including vacancies) is even; or a majority of members if the number of members (including vacancies) is odd. In the case of a tied vote the Chair has the casting vote.

The Course Advisory Committee meets at least once each trimester. The Chair may convene a special meeting at any time with reasonable notice.

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### 4.3. Course Teams

The *Course Teams* are advisory committees of the School Committee. The function of each Course Team is to:

- 4.3.1. inform the School Committee of 'day-to-day' matters as are relevant to the offered courses;
- 4.3.2. consider student and staff feedback on the efficient and effective development of the relevant course;
- 4.3.3. review the following: Unit Descriptions; Delivery of Units; Unit Outlines; Unit Assessment Tasks; Moderation of Assessment reports including examinations and other operational matters.

Each Course Team is comprised of a Course Coordinator (Chair) and all academic staff teaching in the relevant course in that trimester.

A quorum will be: half of the members if the number of members (including vacancies) is even; or a majority of members if the number of members (including vacancies) is odd. In the case of a tied vote the Chair has the casting vote.

The Course Advisory Committee meets at least once each trimester. The Chair may convene a special meeting at any time with reasonable notice.

### 4.4. The Ratification Committee

The *Ratification Committee* is an advisory committee of the School Committee. The function of the Ratification Committee is to:

- 4.4.1. convene at the end of each trimester to formally consider and approve each student's results for publication or other action;
- 4.4.2. be representative of all academic staff who are members of the Ratification Committee;
- 4.4.3. provide details for a procedural report from the Head of School, who is the Chair, to Learning and Teaching Committee;
- 4.4.4. report any matters that arise out of the Committee's deliberations of the trimester's results to the School Committee for subsequent consideration and action;
- 4.4.5. provide advice to the Head of School on matters pertaining to ratification of results.

The Ratification Committee is comprised of all academic staff that teach in the applicable unit and trimester. The Committee is chaired by the Head of School.

A quorum will be half of the members if the number of members (including vacancies) is even; or a majority of members if the number of members (including vacancies) is odd. In the case of a tied vote, the Chair has the casting vote.

The Ratification Committee meets at least once each trimester. The Chair may convene a special meeting at any time with reasonable notice.

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## 4.5. The Staff-Student Consultative Committee

The **Staff-Student Consultative Committee (SSCC)** is an advisory committee of the School Committee.

The function of the SSCC Committee is to:

- 1) bring issues from the student body to the attention of the School, the Head of School and to the Executive Dean through Head of School.
- 2) provide feedback on Learning and Teaching, infrastructure, and general services issues related to being a student at MIT.
- 3) bring back to the student body resolutions from the School on issues previously raised in the Committee as well as information and developments in the School.

The SSCC is comprised of the Head of School, Deputy and Associate Heads of School, Course Coordinators, at least one student representative from each campus for each course. The Chair may invite other academic staff or students from the School to the Committee meetings. The Committee is chaired by the Head of School.

## 5. Implementation and communication

This procedure will be implemented and communicated through the Institute via:

- the Institute's internal portal;
- Internal circulation to staff;
- Staff professional development.

## 6. Supporting documents and References

Assessment Policy and Procedure  
Credit Transfer Policy and Procedure  
Moderation Policy and Procedure

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