

## QUALITY ASSURANCE COMMITTEE

### Chairperson:

Quality Assurance Manager

### Members:

- Deputy Principal
- Vice Principal
- Dean of Teaching
- Academic Registrar
- External Quality Assurance Member
- Student Representatives
- Student Welfare Officer

### Frequency of Meeting:

Termly

### Responsible to:

Executive Committee

## QUALITY ASSURANCE COMMITTEE

### Purpose

The Quality Assurance committee is made up of representatives of the Academic committee, the Administrative committee, Student Academic Staff Liaison committee and an external quality assurance adviser (EQA). The Quality Assurance committee is responsible for ensuring that the day to day operational aspect of WLCBMS conforms to WLCBMS Quality Improvement Policy. The Quality Assurance committee is also charged with monitoring all WLCBMS policies and procedures ensuring that they reflect within the national regulatory frameworks.

### Terms of Reference:

1. To develop and advise the College on the implementation of codes of practice and procedures relating to quality assurance and audit of quality.
2. To develop and advise the College on the implementation of arrangements as may be necessary to ensure compliance with national standards and codes of practice on matters relating to quality assurance and procedures of the Quality Assurance Agency for Higher Education.
3. To advise Departments on matters relating to quality of provision, including preparation for assessment of quality and programme review.
4. To consider proposed changes to the academic regulations and make recommendations to the Executive committee.
5. To maintain an overview of the statistics on completion rates, withdrawals, examination

irregularities (including cases of plagiarism), student, appeals and disciplinary and report annually to the Executive committee.

6. To monitor course standards on behalf of the Executive committee.

7. To conduct other functions when directed by the Executive committee.

*Reviewed July 2017*