

STELLENBOSCH UNIVERSITY
MANDATE OF THE QUALITY COMMITTEE

1. Official name of committee

Quality Committee

2. Task/purpose of committee

The responsibilities of the Quality Committee are as follows, to:

- a. Oversee the coordination of all quality assurance activities at institutional level to ensure that the University complies with its national statutory obligations.
- b. Advise the Deputy Vice-Chancellor: Learning and Teaching (Chair: Quality Committee) on suitable ways to effect overarching coordination between the University's strategic planning and its quality assurance processes.
- c. Interpret all the quality assurance and enhancement reports and identify issues arising from these for the attention of and recommendation to the Executive Committee of Senate.
- d. Advise the Executive Committee of Senate on the management and monitoring activities that should follow on the reports discussed by the Quality Committee, including any quality risks or matters of strategic interest.
- e. Oversee the coordination of all external quality assurance activities mandated by the Council on Higher Education, such as institutional audits/reviews and national reviews.

3. Type of committee

The Quality Committee is a standing subcommittee of the Executive Committee of Senate.

4. Reporting channel

- a. The Quality Committee reports to the Executive Committee of Senate.
- b. The Quality Committee is managed by the Centre for Academic Planning and Quality Assurance, which reports to the Division for Learning and Teaching Enhancement, located in the Responsibility Centre of the Deputy Vice-Chancellor: Learning and Teaching.

5. Constitution

The establishment of the Quality Committee is provided for in the *Policy for Quality Assurance and Enhancement at Stellenbosch University (2019)* and its constitution is overseen by the Executive Committee of Senate.

6. The mandate of the committee

The Quality Committee:

- a. Makes recommendations to the Executive Committee of Senate for attention, discussion and or further action.
- b. Has the powers of disposal to accept and approve self-evaluation and peer review reports and accept or refer-back improvement plans and follow-up reports.
- c. Provides institutional guidance and advice on quality assurance matters by identifying and sharing examples of good practice.
- d. Monitors the implementation of the *Policy for Quality Assurance and Enhancement*

at Stellenbosch University (2019).

7. Composition

The Quality Committee consists of:

a. Chair:

Deputy Vice-Chancellor: Learning and Teaching, as representative of the Rectorate and owner of the *Policy for Quality Assurance and Enhancement at Stellenbosch University*(2019) (*ex officio*).

b. Members:

- i. Deputy Vice-Chancellor: Research, Innovation and Postgraduate Studies, or a representative, appointed by the Deputy Vice-Chancellor: Research, Innovation and Postgraduate Studies (*ex officio*);
- ii. Deputy Vice-Chancellor: Social Impact, Transformation and Personnel, or representative, appointed by the Deputy Vice-Chancellor: Social Impact, Transformation and Personnel (*ex officio*);
- iii. Senior Director: Learning and Teaching Enhancement (*ex officio*);
- iv. Deputy Director: Centre for Academic Planning and Quality Assurance (*ex officio*);
- v. Advisor: Quality Assurance (*ex officio*);
- vi. Two members of Senate who represent the Humanities faculties appointed by the Executive Committee of Senate;
- vii. Two members of Senate who represent the Science, Engineering and Technology (SET) faculties appointed by the Executive Committee of Senate;
- viii. One or two students nominated by the Student Representative Council;
- ix. Further members may be invited as guests or appointed on an ad hoc basis by the Chair of the Quality Committee.

c. Secretariat:

The Centre for Academic Planning and Quality Assurance oversees the functioning of the secretariat.

d. Diversity regarding expertise, experience, environment, race and gender:

- i. The Executive Committee of Senate appoints four members of Senate taking diversity of expertise, experience, environment, race and gender into account.
- ii. The fixed members who are appointed *ex officio* are representative of the relevant responsibility centres.
- iii. The Student Representative Council nominates one or two students, taking their leadership portfolios and responsibilities into account.

e. Appropriate balance of C1 and C2 staff:

The Quality Committee is comprised of academics, professional academic and administrative support service staff, and students.

f. Members of specific constituencies:

- i. Appointed Senate members representing the Humanities, and the Science, Engineering and Technology (SET) faculties.
- ii. Student Representative(s) appointed by the Student Representative Council.

8. Election or appointment procedures

- a. The Executive Committee of Senate nominates and appoints two members from the Humanities and two from the Science, Engineering and Technology (SET) faculties.
- b. The Deputy Vice-Chancellors of the various responsibility centres will appoint, re-appoint or change their representative(s) in the Quality Committee and notify the Quality Committee secretariat of any changes.
- c. The Student Representative Council nominates and appoints one or two students to serve in the Quality Committee for a period of one year, which is aligned to the Student Representative Council's terms of office.
- d. Additional members may be invited to attend or appointed ad hoc by the Quality Committee Chair.

9. Duration of membership

- a. Three years for Senate representatives of the Humanities, and the Science, Engineering and Technology (SET) faculties, appointed in a staggered manner by the Executive Committee of Senate to ensure optimal continuity of membership.
- b. One year for the student representative(s) appointed by the Student Representative Council.

10. Procedure for filling of vacancies

- a. The Quality Committee notifies the Executive Committee of Senate when vacancies arise.
- b. Should any of the student representatives resign during their term, the Student Representative Council nominates and appoints a new student representative for the duration of the term.

11. Mechanism for preparing committee members to effectively honour their obligations

- a. The Quality Committee secretariat briefs the student representatives and newly appointed Senate members at the beginning of their terms.
- b. The *Policy for Quality Assurance and Enhancement at Stellenbosch University* (2019) is distributed to all committee members.

12. Support to the Quality Committee

- a. The Centre for Academic Planning and Quality Assurance supports the Quality Committee as secretariat, and is responsible for and provide support for institutional activities that relate to the effective functioning of the quality assurance system.

13. Functioning and efficiency of the Quality Committee

- a. The management of the University's quality assurance system at institutional level is the responsibility of the Quality Committee, which is chaired by the Deputy Vice-Chancellor: Learning and Teaching.
- b. The Quality Committee meets at least four times a year, which is scheduled and registered according to the University almanac.
- c. A report is submitted to the Executive Committee of Senate following the Quality Committee meetings, which includes recommendations, commendations and additional information, as needed.
- d. The Executive Committee of Senate actions, approves and/or provides feedback to the Quality Committee in terms of its reports.
- e. The Executive Committee of Senate presents reports on the Quality Committee's activities and recommendations to Senate and Council, as needed.
- f. The Centre for Academic Planning and Quality Assurance keeps a register of the

decisions taken by the Executive Committee of Senate.