**SENATE STEERING GROUP TERMS OF REFERENCE**

1.            To assess Senate against the Academic Assurance Maturity Framework using the self-assessment survey and submit conclusions to the external consultants.

2.            To consider the report presented by the external consultants, including findings from the benchmarking exercise, case studies and best practice.

3.            To seek input from Senate, via a series of workshops, on priorities and actions arising from the benchmarking exercise and the report by external consultants.

4.            To agree a set of actions, based on the report by the external consultants and findings from the Senate workshops, and make recommendations to Senate on this basis.

5.            To oversee implementation of any actions adopted by Senate.

**Membership**

Professor Ian White, Vice-Chancellor & President and Chair of Senate (Chair)

Professor Dot Griffiths, lay member of Council

Dr Alan Hayes, Chair of Academic Assembly

Dr Fei Qin, Member of Senate

Alexander Robinson, Students’ Union President and student governor

Dr Paul Shepherd, Member of Senate

Dr Steve Wharton, Member of Senate

Emily Commander, Head of Governance (Secretary)

The Steering group can co-opt additional members, as necessary, up to a maximum of nine members of the Steering Group in total.

**Procedural rules**

Frequency of meetings: monthly for the duration of the review and bi-monthly throughout the implementation period

Duration: the steering group will be disbanded once all the recommendations adopted by Senate have been implemented, on the basis of a concluding report to Senate.

Procedure: in the absence of any specific rules, the procedure is as set out in the [Standing Orders of Senate](https://www.bath.ac.uk/corporate-information/standing-orders-of-senate/)

Quorum: four members, including the Chair

Reporting: Updates to be provided to each meeting of Senate for the duration of the Steering Group. Minutes to be made available to Senate.