

LYCEUM CAMPUS QUALITY MONITORING AND ENHANCEMENT UNIT

1 Introduction and Context

Lyceum Campus's quality assurance system revolves around its mission “ *To contribute to the wider world through the pursuit of education, research, knowledge- transfer and service at the highest levels of excellence.*” (Strategic Plan 2023-2027). Lyceum Campus Ordinance 3 states that “....*Academic Syndicate oversees quality assurance of the academic work to maintain academic standards and to contribute to quality assurance and promote excellence in teaching and research*”. This is the focus of all members of Lyceum Campus in the discharge of their duties and functions.

To fulfill this focus it is essential that a robust Quality Monitoring and Enhancement System, should be in place as a fundamental part of the academic cycle . Quality Monitoring and enhancing system will enable the Campus to evidence consistent high quality of its qualifications and to demonstrate continual enhancement of academic standards. In practical terms this would ensure , on the one hand, all programmes /courses are fit for purpose and uphold the appropriate academic standards and ,on the other, enhancince the quality of the student learning experience .

.In this context Lyceum Campus's *Academic Quality Assurance Policy Framework* which includes all relevant strategic and operational information relating to the quality assurance , quality enhancement and monitoring of educational provisions, mandates the establishment of a Directorate named “*Quality Monitoring and Enhancement Unit*(QMEU) under the purview of the President , as a regulating mechanism to ensure that quality operations are coordinated , monitored ,and managed with maximum effectiveness across the Campus to ensure high academic standards and quality of education.

.2 Goals/objectives of Quality Monitoring and Enhancement Unit.

Goals and objectives of QMEU) are to:

- demonstrate to the Campus staff, students, governance bodies, and external stakeholders that quality procedures are in place for the purpose of establishing ,ascertaining ,maintaining, improving /enhancing the quality and standards achieved of education , training and research and related activities that it provides;
- foster and sustain a quality culture supported by ongoing learning and innovation in all units of the Campus
- demonstrate alignment with the legislative provisions and compliance with relevant reference points such as Sri Lanka Qualifications Framework (SLQF) , Subject benchmark Statement (SBS) and/or professional bodies like the Sri Lanka Medical Council (SLMC) ;
- contribute to the formulation of the Campus's Quality Assurance and Enhancement policies and practices and to the implementation and monitoring of quality processes across the Campus ;
- layout , build and continuously improve the structure of the quality management system to ensure that quality operations are coordinated,monitored, and managed with maximum effectiveness;
- provide to staff at all levels necessary support, guidance and training, in development, implementation, and assessment of quality procedures and practices, which deemed necessary to realise the vision, mission, as well as uphold the core values of the Campus; and
- ensure effective means of communication relating to quality between Faculties/ Departments and proper documentation of all procedures and processes.

3. Organisational structure and management of Quality Monitoring and Enhancement Unit

The Quality Monitoring and Enhancement Unit (QMEU) functions directly under the purview of the President of the Lyceum Campus.. It is headed by a Director , appointed by the President with the approval of the Council for a period of three years, with provision for extension.

The Director of the QMEU shall be assisted by the Management Committee .

4. Composition of the Management Committee of CMEU

The members of the Management Committee shall be appointed by the Council. The term of office of the Committee shall be three years .

Membership

President as the Chairperson

CEO or nominee

Deputy President

Director/CMEU

At least one external member of the Council

Deans of Faculties

Librarian or nominee

Coordinators of IQACs of Faculties

Head/student affairs

Registrar or nominee

Finance Manager or nominee

Deputy Registrar (Convenor and Secretary of the CMEU)

5. Responsibilities/Functions of the Management Committee

The Committee is responsible for:

- overseeing implementation of the Academic Quality Assurance Policy Framework;
- formulating /reviewing the Campus Academic Quality Assurance Policy Framework and strategy for quality assurance and quality enhancement in the context of the Campus Strategic Plan;

- developing an Action Plan for the following year with clearly specified actions, responsibilities for the completion of the actions specified and target dates for completion;
- internalizing and institutionalizing guidelines prescribed by external reference points for quality assurance such as SLQF, SBS, and professional bodies like the SLMC;
- providing technical and professional support to the various academic and administrative units in the implementation or enhancement of quality assurance systems within the Campus and overseeing the provision of support to Campus Units in eliminating impediments to implementation of quality programmes in their internal operations;
- overseeing the Campus's response to and implementation of Council policies , and decisions , quality standards and any other policy or quality requirements as set by the Ministry of Higher Education or other relevant quality assurance bodies;
- evaluating the extent of the effectiveness of the internal review system for quality assurance in liaison with AQSC and IQACs through checking quality of the annual programme reports
- identifying programmes where retention and progression rates are high , identify reasons and any elements of good practice which could be replicated in other programmes. Similarly identify programmes where retention and progression are disappointing and make proposals for improvement;
- reviewing the progress of adoption of relevant national policies, regulations and guidelines and external reference points such as Sri Lanka Qualifications Framework, Subject Benchmark Statements, and/or professional bodies like the Sri Lanka Medical Council (SLMC);
- providing technical and professional support to the various academic and administrative units in the implementation or enhancement of quality assurance systems within the Campus;
- coordinating all IQA related activities within the campus in liaison with IQACs of respective facultiesdevelop by-laws for the operational aspects of the internal quality assurance system that would empower the IQAU and IQAC to undertake annual review of institution and faculties;
- maintaining and updating quality assurance website;

- preparing and submitting to the President and Academic Syndicate Annual Reports on quality assurance reviews in accordance with the Campus quality assurance policies. The Reports to include a summary prepared by the coordinator of IQACs of the respective Faculties; evaluation of student performance data prepared by the Deans ; information on student employability and career progression prepared by the Registrar ;evaluation of student satisfaction data prepared by the Deans/ Coordinators of IQACs ;evaluation of student engagement over the year prepared by the Deans/ Coordinators of IQAC ;issues to Faculties attention; and issues to Campus attention .

The Committee may establish *ad hoc* sub-committees to assist it in completing its work. A sub-Committee may include members who are not members of the Committee. Sub-Committees are chaired by a member of the Committee and shall be appointed by the Council.

6. Frequency of the meetings

The Management Committee shall meet at least four times per annum, normally at least once in each quarter year.

7. Quorum

Majority of the total membership

Terms of reference of Director/QMEU

The Role

- To lead and manage designated staff and activities specifically relating to academic standards and quality and to provide guidance and direction to senior managers across the Campus and to the academic community to ensure that the campus's reputation is protected and that the campus is compliant with quality assurance and regulatory frameworks;
- To influence the way in which the Campus is perceived locally, nationally and internationally in terms of reputation, academic standards, and quality of the student experience.provision of advice and guidance and when necessary giving direction; and
- To maintain contact with senior staff across the Campus including provision of advice, and guidance and when necessary giving direction.

Key Responsibilities

- To coordinate the operational management of the of the QMEU;
- To lead formulation and/ or review of Campus Academic Quality Assurance Policy Framework and strategy for quality assurance and quality enhancement in the context of the Campus Strategic Plan;
- To lead development of an Action Plan for the following year with clearly specified actions, responsibilities for the completion of the actions specified and target dates for completion;
- To work with senior managers of the Campus to ensure that there are appropriate academic structures and policies in place that enable the Campus to implement its academic strategy , its obligations to its students and which ensure that the campus's good name and reputation is protected and is compliant with external academic quality assurance , regulatory frameworks;
- To lead and manage the Academic Standards and Quality Committee (AQSC) , to ensure that core elements of quality assurance are delivered effectively and that the team is suitably equipped and experienced to give professional advice;

- To promote a culture of proactivity , innovation, transparency, collaboration, and flexibility in the areas of quality, and standards management ;
- To play a leading role in internalising and institutionalising the Academic Quality Assurance Policy framework and the academic Regulatory Framework in order to promote academic standards of Lyceum Campus awards and the quality of student experience across all the campus's provision ;
- To ensure that there are effective and integrated quality management processes, and procedures in place across the campus and that these are followed by Departments and Faculties;
- To coordinate the preparation of institutional SER and assist in the preparation of SERs for programme reviews; and
- To serve as an active member of Committees of Council and of Academic Syndicate with responsibility for oversight of academic standards and educational quality
