Terms of Reference of Trinity Electives Sub-Committee

Purpose
To review annually the Trinity Electives suite to ensure that these modules continue to meet the University Council-approved principles, to maintain a balanced offering across Faculties, and to provide students with a balanced experience in terms of workload and assessment load.

Membership
Proposed Membership of this Sub-Committee is as follows:
- Chair: To rotate annually between the Associate Dean of Undergraduate Science Education and the Associate Dean of Undergraduate Common Architecture.
- 3 x Trinity Elective Module Coordinators, 1 per Faculty, nominated by Faculty Deans for a maximum of 3 years thereafter.
- Head of Academic Practice or nominee.
- Director of Academic Registry or nominee.
- Academic Secretary or Assistant Academic Secretary or nominee.
- SU Education Officer.
- Administrative support for Sub-Committee provided by Trinity Teaching and Learning, nominated by the Academic Secretary.

Membership is to be approved by the Undergraduate Studies Committee annually.

Duties
(i) To assess annually that there is sufficient capacity and range in the Trinity Electives suite to meet projected demand in the following academic year; emerging trends in student pathway choice should be used to inform projections as these become available.

(ii) The decision was made that no places should be ring-fenced for Visiting/Off Books/Advanced Entry students across all Electives in 2019/20 and 2020/21, as keeping places could result in those places not being used, which would pose a risk to meeting the capacity requirements of Trinity students. This decision is to be monitored and revisited annually thereafter and a recommendation to be made to USC.

(iii) To monitor the quality of the Trinity Electives programme as a whole, through student evaluations, and through looking at assessment results across all Electives.

(iv) To make recommendations to USC regarding the refreshing of the Trinity Electives suite overall as required, either recommending the cessation of Trinity Electives, or running and managing additional calls for proposals as required.

(v) To make recommendations to USC regarding new proposals and/or changes to previously approved Trinity Electives and whether these meet the University Council-approved criteria for what constitutes a Trinity Elective.

(vi) To monitor the Trinity Electives website, including organising new content/videos, and updating material/videos for existing Electives as necessary, with support from Trinity Online Services, or

equivalent, for the production of pitch videos for new Trinity Electives. Given that the Trinity Electives website primarily provides information on module content and that its focus is academic, it is to be maintained by Trinity Teaching and Learning.

(vii) To organise a meeting of the Chair plus academic members of the Trinity Electives Sub-Committee in order to review all Trinity Electives assessment results from both semesters after semester 2 assessment results. This group will prepare a report based on anonymised marks from all Trinity Electives. This will show the number of students taking each module, the number achieving each grade, and the mean, median, and variation of marks in each module. The report will be made available to Schools for meetings of Courts of Examiners, and will be used to inform the Trinity Electives Sub-Committee in monitoring the quality of the Trinity Electives programme as a whole (see (iii) above).

Authority

The Trinity Electives Sub-Committee is responsible for ensuring that the Trinity Electives meet the University Council-approved principles, maintain a balanced offering across Faculties, and a balanced experience by students. It is responsible for making recommendations to USC regarding the refreshing of the Trinity Electives offering overall, either recommending the withdrawal of Trinity Electives (for USC approval) or running and managing additional calls for proposals as required. It is also responsible for recommending for approval new proposals and/or changes to previously approved Trinity Electives to USC for approval in accordance with whether these meet the University Council-approved criteria for what constitutes a Trinity Elective.

Meeting arrangements

The Trinity Electives Sub-Committee will meet once per semester and additional meetings as required will be convened by the Sub-Committee Chair. The Trinity Electives Review Committee will meet annually after the semester 2 assessment period.

Quorum

The quorum for a meeting of the Trinity Electives Sub-Committee will be one third of the total number of members, rounded up to the nearest whole number, plus one.

Reporting

The Trinity Electives Sub-Committee will report on an annual basis to USC in Semester 1 on the quality and range of the Trinity Electives offering (based on student evaluation feedback and assessment results from the previous academic year), and capacity requirements, to include any recommendations required to maintain the quality of the suite of Trinity Electives for the following academic year.