



## **Gestalt Education Processes Committee (GEP) – Terms of Reference**

The GEP Committee is a subcommittee of the Academic Governance Body (AGB) and holds delegated responsibility for the academic review of GTB's accredited courses. It reviews educational processes, including student progress, student feedback and assessment and academic appeals policies and processes.

The GEP Committee will work within the following Terms of Reference.

### **Overview**

The GEP provides a review of the delivery and evaluation of its courses and reports to the AGB. GEP takes a pragmatic and practical focus to ensure the day to day delivery of the programme is met in a professional and proficient manner and that the delivery is reviewed and inspected.

The formulation of this committee acknowledges the demands made upon GTB in maintaining accreditation for the Graduate Certificate in Gestalt Therapy and the Master of Gestalt Therapy.

GEP identifies the educational issues and challenges that face GTB within the upcoming semester and makes recommendations for additions and adjustments to curriculum and course delivery to the AGB. It deals with the issues that may be in the field from the last semester of education. It ensures that student progress is recorded and monitored.

It reviews feedback collated through feedback processes and reports to the AGB on the results of these processes. It also gives direction as to elements of the courses that need to be inspected by the AGB. It moderates the assessment and correction processes of GTB. It reports in to the AGB after each meeting.

As a sub-committee, GEP takes direction from the AGB and the delegated responsibility given to it.

### **Composition**

This committee is comprised of a director of GTB and a maximum of four external members who have experience in delivering academic courses.

Chair: appointed from the committee members  
Director  
GTB academic staff member/s  
External Members

Current members are set out in the attached schedules.

### **Roles & Responsibilities**

The committee will take responsibility for actioning the following:

- Making recommendations to the AGB and Board of Directors of GTB based on reviews of the design and content of each course of study, the expected learning outcomes, the methods of assessment of those outcomes and the extent of student achievement of learning outcomes. The GEP committee will take into account emerging developments in the field of education, modes of delivery and the changing needs of students. It will identify risks to the quality of the course of study.
- Making recommendations to the Board of Directors: This will include the making, amending and repealing of academic-related processes by utilising the results of regular interim monitoring, comprehensive reviews, external referencing and student feedback. It will aim in these recommendations to mitigate future risks to the quality of the education provided and to guide and evaluate improvements, including the use of data on student progress and success to inform admission criteria and approaches to course design, teaching, supervision, learning and academic support.
- Considering and reporting on any matter referred to them by the Academic Governing Body or the Board of Directors.
- Inspecting the progress of students and student welfare as they move through the GTB courses;
- Providing opportunities for all educators and supervisors to review feedback on their teaching and supervision and receive support in enhancing these activities.
- Moderating the correction of assessment work;
- Monitoring academic integrity;
- Monitoring appeal policies and processes for academic work;
- Inspecting student review of learning and teaching obtained through student feedback tools;
- Exploring how courses are being delivered;
- Receiving evaluations of course effectiveness and student feedback;
- Reporting on relevant issues to the Academic Governance Body twice each year;
- Reviewing the implementation of FEE-HELP and individual students requests for review;
- Advising the Director(s) on any other matters of an academic nature on which the Director(s) may wish to seek advice.

## Meetings

The Committee shall meet at least twice per year but more usually three to four times a year.

A quorum (half the recognised membership plus one) must be at each meeting.

The Chair shall preside at all meetings of the Committee at which he or she is present. If the Chair is not present another member (not one of the Directors) will chair the meeting. The Terms of Reference of the GEP shall be reviewed every three years.

## Composition of GEP as at 2020

Refer to Governance Delegation Framework