Queen Mary
University of London

Paper Title	Taught Programmes Board: Terms of Reference and Membership
Outcome requested	Senate is asked to approve the terms of reference and membership for 2016-17. Senate is asked to note the following proposals relating to programme and module academic developments that have taken place between 5th May 2016 and 23rd September 2016.
Points for Senate members to note and further information	The attached report summarises the proposals considered under the Board's remit since the last report made to Senate.
Questions for Senate to consider	n/a
Regulatory/statutory reference points and links to College strategy	n/a
Strategy and risk	n/a
Reporting/consideration route for the paper	Senate to approve
Authors	Rachel Davies Academic Standards and Quality Officer
Sponsor	Professor Rebecca Lingwood Vice-Principal (Student Experience, Teaching & Learning)

Taught Programmes Board

Unconfirmed Terms of Reference 2016-17

Remit

The Taught Programmes Board has a specific remit for the consideration of new programme proposals (and associated modules) and amendments on behalf of Senate. The responsibilities of the Taught Programmes Board are as follows:

1. To ensure that there is full and consistent consideration of new programme proposals;

2. To ensure that the programme approval process is independent from the school/institute that is proposing the development;

3. To provide procedures that allow for the most efficient turnaround times, greater responsiveness and the most cost-effective use of QMUL's resources;

4. To recognise the contribution that can be made to the process by school/institute learning and teaching lead staff and committees.

Terms of reference

1. To consider the detailed academic proposal for new taught programmes of study and related modules (including those delivered through collaborative provision);

2. To consider new module proposals where these are related to a new programme of study, or are delivered through collaborative arrangements, work-based learning, study-abroad or distance learning;

3. To approve new taught programmes either with or without conditions;

4. To consider and approve significant proposals for amendments to programmes of studies;

5. To receive reports of module proposals and amendments to modules that have been approved by Teaching and Learning Committees and scrutinised by the Academic Registry and Council Secretariat.

Membership

- The Vice Principal Student Experience, Teaching and Learning (Chair)

- The Deans for Taught Programmes

- The Deputy Deans for Taught Programmes

- Two further members of academic staff from each faculty drawn from a pool of three, nominated by the Vice Principal and Executive Dean

- A member of the Centre for Academic and Professional Development (CAPD) with responsibility for assessment nominated by the Academic Director of the CAPD

- The Vice President Education (Students' Union) and up to two nominated faculty representatives drawn from a pool of four

- Up to three co-opted members from the staff of the College to ensure the inclusion of appropriate expertise (e.g. e-learning, collaborative provision).

In attendance:

- Members of the Academic Secretariat

- Heads of School/Institute or Directors of Taught Programmes and administrative staff proposing programmes from their areas.

Nominated Members of Academic Staff

1. The call for nominations shall be conducted by the Academic Secretary.

2. Nominations will be accepted during the second semester prior to the academic year in which an elected member's period of office shall be due to end.

3. Where a casual vacancy arises because a nominated member ceases to be a member before his/her term of office expires, the member replacing him/her shall commence a new term of office of four years and be eligible for re-appointment in the same way as other members.

4. A member who does not attend four consecutive meetings shall be deemed to have resigned his/her membership.

Operation of the approval process

1. The Taught Programmes Board will meet two to three times each semester.

2. Academic Secretariat staff will issue a series of deadlines for the approval process. Proposals for new programmes should be received 3 weeks prior to the date of the meeting of the Board.

3. Academic Secretariat staff will manage the process of allocating proposals to meetings in accordance with deadlines, ensuring that full consideration of proposals takes place.

4. Academic Secretariat staff will scrutinise all documentation for completeness, adherence to required regulations and curriculum frameworks (e.g. QMACF, FHEQ), external support (where appropriate), support from the school/institute Teaching and Learning Committee, and support from the Planning and Accountability Review.

5. Academic Secretariat staff have the authority to reject proposals that are incomplete or do not adhere to the regulations/frameworks.

6. The relevant Head of School/Institute or Director of Taught Programmes and the programme proponent will be invited to attend the meeting to discuss the proposal with the Taught Programmes Board.

7. The Taught Programmes Board will be facilitated by Academic Standards and Quality Officers, from the Academic Secretariat. Specific responsibility for areas of the College will be indicated on the ARCS website.

8. The Academic Standards and Quality Officers will make contact with Chairs of Teaching and Learning Committees to offer guidance on the completion of documentation for the approval process, together with information on the operation of the Taught Programmes Board.

Taught Programmes Board

Meeting Dates 2016/17

Wednesday 23rd November 2016 (2-4pm)
Wednesday 1st February 2017 (2-4pm)
Wednesday 22nd February 2017 (2-4pm)
Wednesday 22nd March 2017 (2-4pm)
Wednesday 24th May 2017 (2-4pm)
Wednesday 21st June 2017 (2-4pm)
Wednesday 26th July (2-4pm)

Membership

Chair – ex officio

Vice-Principal (Student Experience, Teaching and Learning)   Professor Rebecca Lingwood

Deans for Taught Programmes - ex officio

Humanities and Social Sciences	Dr Colleen Cotter
School of Medicine and Dentistry	Professor Anthony Warrens
Science and Engineering	Professor Julia Shelton

Deputy Deans for Taught Programmes - ex officio

Humanities and Social Sciences	Professor Alistair Owens (Semester One)
Humanities and Social Sciences	Dr Roberto Veneziani
Humanities and Social Sciences	Dr Christina Perry (Semester Two)
Science and Engineering	Dr Nick Bryan-Kinns
School of Medicine and Dentistry	Professor Lucinda Hall
School of Medicine and Dentistry	Dr Nick Croft
School of Medicine and Dentistry	Professor Bruce Kidd

Centre for Academic and Professional Development Representative – ex officio

Head of Educational Development	Dr Carole Davis

Two nominated members of academic staff from each faculty drawn from a pool of three

Humanities and Social Sciences	Dr James Ellison
	Dr Jeremy Hicks
	Professor Nicholas Vriend
Science and Engineering	Dr Anthony Michael
	Ms Jane Reid
	Dr Lawrence Pettit
School of Medicine and Dentistry	Professor Jo Brown
	Professor Ferranti Wong*

Vacancy

*Refers to those nominated members who are in their final year of membership.

Student Representatives

Vice President Education
Faculty Representatives*

Miss Sumeera Ahmad

To be confirmed by the Students' Union

Co-opted members (up to 3) from the staff or students of the College

Head of E-learning
School of Medicine and Dentistry, Associate
Dean for Education
Vacancy

Ms Stella Ekebuisi
Dr Richard Grose

Vacancy

In attendance

Members of the Academic Secretariat

Dr Katherine Bevan
Mr Simon Hayter
Mrs Alice de Havillan
Ms Jane Pallant

Secretary

Ms Ruth Wilkinson
Ms Rachel Davies

Information on Variable Four and Three Year Terms of Office

Fifty percent of nominated members will serve for a period of three years, and the remaining fifty percent for the full four year term to minimise the need to nominate the complete constitute at the same time and ensure some membership continuity.

Where 50% or less of the vacancies for each constituency have been filled, nominated candidates will automatically be given a four year term of office. In the event of an uneven number of candidates in each constituency, the number assigned a four year term will be rounded up. When subsequent nominations are made the remaining candidates will be assigned a three-year term of office.

Faculty	(All)
Report Period	(Multiple Items)

Count of Proposal Type

School/Institute	Proposal Type	Programme/Module Title	Code	Approval Body 1	Date of Approval 1	Outstanding Issues	Total
Business and Management	Module Proposal	Management Accounting for Decision Making	BUS239	School/Institute L&T Committee / Head of School/Institute	01/06/2016	no	1
	Module Amendment	Economics for Business and Society	BUS108	School/Institute L&T Committee / Head of School/Institute	03/08/2016	no	1
Business and Management Total							**2**
Economics and Finance	Part 1 Programme Proposal	MSc Investment Banking	N321	Faculty Senior Executive / Faculty VP	05/08/2016	no	1
Economics and Finance Total							**1**
English and Drama	Part 2 Programme Proposal	BA English with Creative Writing	QW11	Taught Programmes Board	27/07/2017	no	1
English and Drama Total							**1**
Geography	Part 1 Programme Proposal	MA Development and Global Health FT	L7S2	Faculty Senior Executive / Faculty VP	16/05/2016	no	1
		MA Development and Global Health PT	L7S4	Faculty Senior Executive / Faculty VP	16/05/2016	no	1
	Module Amendment	Geographies of Democracy	GEG6133	School/Institute L&T Committee / Head of School/Institute	21/07/2016	no	1
		Contemporary India:	GEG6129	School/Institute L&T Committee / Head of School/Institute	21/07/2016	no	1
		Cultural Geographies	GEG5126	School/Institute L&T Committee / Head of School/Institute	21/07/2016	no	1
Geography Total							**5**
Mathematical Sciences	Programme Amendment	BSc Mathematical Sciences with Foundation Year	GGX1	School/Institute L&T Committee / Head of School/Institute	30/08/2016	no	1
	Module Amendment	Further Topics in Mathematical Finance	MTH6120	School/Institute L&T Committee / Head of School/Institute	02/06/2016	no	1
		Further Topics in Mathematical Finance	MTH6120	School/Institute L&T Committee / Head of School/Institute	09/06/2016	no	1
		Foundations of Mathematical Modelling in Finance	MTH771P	School/Institute L&T Committee / Head of School/Institute	14/07/2016	no	1
Mathematical Sciences Total							**4**
Biological and Chemical Sciences	Part 1 Programme Proposal	MRes Chemistry	F1U4	Faculty Senior Executive / Faculty VP	18/08/2016	no	1
	Module Proposal	Investigative Skills for the Biomedical Sciences	SNU309	Taught Programmes Board 25/05/16 Item 8	25/05/2016	no	1
	Module Amendment	Social Psychology	SBC206	School/Institute L&T Committee / Head of School/Institute	16/08/2016	no	1
		Plant Taxonomy and Diversity	BIO741P	School/Institute L&T Committee / Head of School/Institute	27/07/2016	no	1
		Fungal Taxonomy and Diversity	BIO743P	School/Institute L&T Committee / Head of School/Institute	27/07/2016	no	1
		Conservation and Ecosystem Science	BIO745P	School/Institute L&T Committee / Head of School/Institute	27/07/2016	no	1
		Field Study Skills in a Biodiversity Hotspot	BIO799P	School/Institute L&T Committee / Head of School/Institute	27/07/2016	no	1
	Module Withdrawal	Forum on research design and trends in biomedical research 1	SNU401	Taught Programmes Board 25/05/16 Item 8	25/05/2016	no	1
		Forum on research design and trends in biomedical research 2	SNU501	Taught Programmes Board 25/05/16 Item 8	25/05/2016	no	1
		Crete Field Course	BIO793P	School/Institute L&T Committee / Head of School/Institute	27/07/2016	no	1
Biological and Chemical Sciences Total							**10**
History	Module Amendment	The Medieval World: Structures and Mentalities	HST4102	School/Institute L&T Committee / Head of School/Institute	27/05/2016	no	1
History Total							**1**
Languages, Linguistics and Film	Part 1 Programme Proposal	BA French and Portuguese	RR51	Faculty Senior Executive / Faculty VP	29/06/2016	no	1
	Part 2 Programme Proposal	BA French and Portuguese	RR51	Taught Programmes Board	27/06/2016	no	1
	Programme Amendment	BA French and Russian	RR17	Taught Programmes Board	29/06/2016	no	1
		BA English and Russian	QR37	Taught Programmes Board	29/06/2016	no	1
		BA Russian	R710	Taught Programmes Board	29/06/2016	no	1
		BA Film Studies and Russian	RW76	Taught Programmes Board	29/06/2016	no	1
		BA Russian and Drama	WR47	Taught Programmes Board	29/06/2016	no	1
		BA Russian and Politics	LR27	Taught Programmes Board	29/06/2016	no	1
		BA Hispanic Studies and Portuguese	RR45	Taught Programmes Board	29/06/2016	no	1
		BA Hispanic Studies and Russian	RR47	Taught Programmes Board	29/06/2016	no	1
		BA German and Russian	RR72	Taught Programmes Board	29/06/2016	np	1
		BA Russian and Linguistics	QR17	Taught Programmes Board	29/06/2016	no	1
		Hispanic Studies and Catalan Language	R490	Vice-Principal (Student Experience, Teaching and Learning)	09/06/2016	no	1
		BA Russian and Business Management	R7N1	Taught Programmes Board	29/06/2016	no	1
		BA Russian and Comparative Literature	QR27	Taught Programmes Board	29/06/2016	no	1
Languages, Linguistics and Film Total							**15**
Politics and International Relations	Part 1 Programme Proposal	BA Politics with a Year Abroad	L20Y	Faculty Senior Executive / Faculty VP	25/05/2016	no	1
		BA International Relations with a Year abroad	L25Y	Faculty Senior Executive / Faculty VP	25/05/2016	no	1
Politics and International Relations Total							**2**
IHSE	Part 1 Programme Proposal	MSc Physician's Associate studies	LAW6061				1
	Part 2 Programme Proposal	MA PT Education for Clinical Contexts	A3Z1	School/Institute L&T Committee / Head of School/Institute	12/02/2016	no	1
	Module Proposal	Dissertation	IHS7015	School/Institute L&T Committee / Head of School/Institute	12/02/2016	no	1
		Innovative Practicies and Theories in Clinical Education	IHS7011	School/Institute L&T Committee / Head of School/Institute	12/02/2016	no	1
		Clinical Curricula evaulations and Development	IHS7012	School/Institute L&T Committee / Head of School/Institute	12/02/2016	no	1
		Research Methods in Clinical Eduction	IHS7013	School/Institute L&T Committee / Head of School/Institute	12/02/2016	no	1
		Education, Leadership and Innovation	IHS7014	School/Institute L&T Committee / Head of School/Institute	12/02/2016	no	1
		Teaching and Learning for Clinical Cotexts	IHS7010	School/Institute L&T Committee / Head of School/Institute	12/02/2016	no	1
IHSE Total							**8**
Physics and Astronomy	Programme Amendment	BSc Physics with Foundation Year	FFX3	School/Institute L&T Committee / Head of School/Institute	30/08/2016	no	1
		MSci Physics with Foundation Year	FFY3	School/Institute L&T Committee / Head of School/Institute	30/08/2016	no	1
Physics and Astronomy Total							**2**
Engineering and Materials Science	Programme Amendment	BSc Materials Science and Engineering	J551	School/Institute L&T Committee / Head of School/Institute	15/07/2016	no	1
		MSc Medical Electronics and Physics	F3Q7	School/Institute L&T Committee / Head of School/Institute	24/08/2016	no	1

Academic Developments 2015-16

School/Institute	Proposal Type	Programme/Module Title	Code	Approval Body 1	Date of Approval 1	Outstanding Issues	Total
Engineering and Materials Science	Programme Withdrawal	BSc / BEng Medical Materials / BEng Medical Materials with Placement	B892 / B890 /	School/Institute L&T Committee / Head of School/Institute	15/06/2016	no	1
		MEng Medical Materials / MEng Medical Materials with Placement	B891 / BV90	School/Institute L&T Committee / Head of School/Institute	15/06/2016	no	1
		MSc Medical Electronics and Physics	F3Q8 / F3Q7	School/Institute L&T Committee / Head of School/Institute	15/06/2016	no	1
	Module Amendment	Structural Characterisation	MAT400	School/Institute L&T Committee / Head of School/Institute	13/07/2016	no	1
	Module Withdrawal	Analogue Electronics	MELM008	School/Institute L&T Committee / Head of School/Institute	24/08/2016	no	1
Engineering and Materials Science Total							**7**
Blizard	Module Amendment	Maternal and child health and nutrition	ICM5003	School/Institute L&T Committee / Head of School/Institute	28/06/2016	no	1
		Placement in Global Health	ICM6103	School/Institute L&T Committee / Head of School/Institute	12/07/2016	no	1
Blizard Total							**2**
Electronic Engineering and Computer Science	Module Proposal	Project	ECS635W	School/Institute L&T Committee / Head of School/Institute	30/06/2016	no	1
		Graphical User Interfaces	ECS522W	School/Institute L&T Committee / Head of School/Institute	30/06/2016	no	1
		Software Development and Quality	ECS646W	School/Institute L&T Committee / Head of School/Institute	30/06/2016	no	1
		Software Engineering	ECS505W	School/Institute L&T Committee / Head of School/Institute	30/06/2016	no	1
		Software Engineering Project	ECS506W	School/Institute L&T Committee / Head of School/Institute	30/06/2016	no	1
		ICT Project	ECS523W	School/Institute L&T Committee / Head of School/Institute	30/06/2016	no	1
		Project Risk Management	ECS609W	School/Institute L&T Committee / Head of School/Institute	30/06/2016	no	1
	Module Amendment	Digital Audio Effects	ECS623U	School/Institute L&T Committee / Head of School/Institute	18/05/2016	no	1
		Computer Graphics	ECS610U	School/Institute L&T Committee / Head of School/Institute	06/07/2016	no	1
		Computer Graphics	ECS734P	School/Institute L&T Committee / Head of School/Institute	06/07/2016	no	1
		Sound Design	ECS512U	School/Institute L&T Committee / Head of School/Institute	18/05/2016	no	1
		Digital Systems Design	ECS615U	School/Institute L&T Committee / Head of School/Institute	18/05/2016	no	1
Electronic Engineering and Computer Science Total							**12**
Electronic Engineering and Computer Science (E	Programme Amendment	BSc(Eng) E-Commerce Engineering with Law	H6Q3	Taught Programmes Board 25/05/16 Item 5	25/05/2016	Yes	1
		BSc(Eng) Telecommunications Engineering with Management (Wireless stream	H6N2	Taught Programmes Board 25/05/16 Item 5	25/05/2016	Yes	1
		BSc(Eng) Telecommunications Engineering with Management (Multimedia stre	H6N2	Taught Programmes Board 25/05/16 Item 5	25/05/2016	Yes	1
	Module Proposal	Advanced Transform Methods	EBU5018	Taught Programmes Board 25/05/16 Item 5	25/05/2016	Yes	1
		Advanced Network Programming	EBU5042	Taught Programmes Board 25/05/16 Item 5	25/05/2016	Yes	1
		Business Technology Strategy	BBU7031	Taught Programmes Board 25/05/16 Item 5	25/05/2016	Yes	1
Electronic Engineering and Computer Science (BUPT) Total							**6**
Biological and Chemical Sciences - Nanchang	Programme Amendment	BSc (Hons) Biomedical Sciences in JP with Nanchang / with Alternative Third Y	B9N0	Taught Programmes Board 25/05/16 Item 8	25/05/2016	no	1
	Module Amendment	Biomedical Sciences Research Project	SNU301	Taught Programmes Board 27/07/16 Item 8	27/07/2016	no	1
		Investigative Skills for the Biomedical Sciences	SNU309	Taught Programmes Board 27/07/16 Item 8	27/07/2016	no	1
Biological and Chemical Sciences - Nanchang Total							**3**
University of London in Paris	Part 2 Programme Proposal	BA in French Studies with Business	R1N1	Taught Programmes Board 27/07/16 Item 8	29/06/2016	no	1
University of London in Paris Total							**1**
Grand Total	**84**						**84**

Academic Developments 2016-17

Faculty	(All)
Report Period	(All)

Count of Proposal Type

School/Institute	Proposal Type	Programme/Module Title	Code	Approval Body 1	Date of Approval 1	Outstanding Issues	Total
(blank)							
Physics and Astronomy	**Module Amendment**	Thermodynamics	SPA5219	School / Institute L&T Committee / Head of School /	19/09/2016	No	1
Physics and Astronomy Total							1
Engineering and Materials Science	**Part 1 Programme Proposal**	BEng Robotics Engineering	TBC	Faculty Senior Executive / Faculty VP	01/09/2016	No	1
		BEng Robotics Engineering with Industrial Experience	TBC	Faculty Senior Executive / Faculty VP	01/09/2016	No	1
Engineering and Materials Science Total							2
Electronic Engineering and Computer Science	**Module Amendment**	Integrated Circuit Design	ECS787P	School / Institute L&T Committee / Head of School /	14/09/2016	No	1
Electronic Engineering and Computer Science Total							1
Grand Total							4