



**Senate**

<b>Paper Title</b>	Taught Programmes Board: terms of reference and membership
<b>Outcome requested</b>	Senate is asked to approve the terms of reference and membership for 2013-14.
<b>Points for Senate members to note and further information</b>	n/a
<b>Questions for Senate to consider</b>	n/a
<b>Regulatory/statutory reference points and links to College strategy</b>	n/a
<b>Strategy and risk</b>	n/a
<b>Reporting/consideration route for the paper</b>	Senate to approve
<b>Authors</b>	Daniel Chandler/Sian Marshall Academic Quality & Standards Officers
<b>Sponsor</b>	Professor Susan Dilly Vice-Principal (Teaching and Learning)

## **Taught Programmes Board**

### **Terms of Reference**

#### **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 the College'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 Teaching and Learning (Chair)
- The 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 Learning Institute Centre for Academic and Professional Development (CAPD) with responsibility for assessment nominated by the Academic Director of the CAPD Learning Institute
- The Vice President Education (Students' Union) and up to two nominated course 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 pProgrammes from their areas.

## Operation of the approval process

1. The Taught Programmes Board will meet several two to three times each semester. Dates are currently under discussion, and will be notified to schools as soon as possible.
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.



**In attendance**

Members of the Academic Secretariat

Dr Katherine Bevan  
Simon Hayter  
Jane Pallant

**Secretary**

Mr Daniel Chandler and Ms Sian Marshall