Queen Mary
University of London

Paper Title	Taught Programmes Board
Outcome requested	Senate is asked to **approve** the Taught Programmes Board Terms of Reference and Membership for 2020/21. Senate is asked to **note** the following proposals relating to programme and module academic developments that have taken place between 1st October and 4th November 2020.

Executive Summary	The attached report summarises the proposals considered under the Board's remit since the last report made to Senate.
	
	Several changes are proposed to the Board's Terms of Reference:
	• The Board will have oversight of all taught provision (including non credit bearing provision such as CPD and Executive Education); the method of consideration of this provision will be at the discretion of the Board and may not require a full meeting (i.e. it could be considered by circulation or through a sub-group, in the interests of agility and proportionality).
	• The Board will consider programme suspensions and withdrawals.
	• The Board will meet more frequently in 2020/21; meetings have been scheduled on an approximately monthly basis for the remainder of the year.
	
	Several changes have also been made to the Board's Membership:
	• To replace outgoing members, three new Faculty staff representatives have been nominated:
	   o Humanities & Social Sciences: Dr Michael McKinnie
	   o Science & Engineering: Dr Craig Agnor
	   o Medicine & Dentistry: Dr John Buchanan
	• The Head of E-Learning has been made an ex-officio member of the Board.
	• The three QMSU Faculty Vice-Presidents will act as the student representatives on the Board; with the option of inviting additional School representatives for specific items of business as deemed appropriate.
	• Alison Pettigrew will serve as the QM Academy representative on the Board.

	• Gideon Shimshon and Kate Price have been added as co-opted members of the Board for the current academic year.
Regulatory/statutory reference points and links to College strategy	n/a
Reporting/ consideration route for the paper	n/a
Timing	n/a
Authors	Ashley Palmer Academic Standards and Quality Officer
Senior Management/Lay Sponsor (if applicable)	Professor Stephanie Marshall, Vice-Principal (Education)

Taught Programmes Board

Terms of Reference 2020/21

Remit

The Taught Programmes Board has responsibility for oversight of all taught provision (including non-credit bearing provision), and has a specific remit for the consideration of new programme proposals (and associated modules), significant programme amendments and programme suspensions / withdrawals 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 proposals for significant 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

1. The Deputy Vice Principal (Education - Programmes) (Chair)

2. The Deans for Education

3. The Deputy Deans for Education

4. Two further members of academic staff from each faculty drawn from a pool of three, nominated by the Vice Principal and relevant Dean for Education

5. A member of the Queen Mary Academy nominated by the Head of the Queen Mary Academy

6. The three Faculty Vice-Presidents (Students' Union) and up to three nominated school representatives drawn from a pool of seven

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

In attendance:

8. Members of the Academic Secretariat

9. Heads of School/Institute or Directors of Education 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 at least once per month.

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 Education 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 Queen Mary 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.

9. The quorum for Taught Programmes Board shall be one third of the membership.

10. If a meeting of Taught Programmes Board is inquorate, the Chairman shall decide whether; a) the meeting shall be postponed and rearranged, or b) whether the meeting shall proceed, with all decisions made to be considered preliminary, until the agreement of the required number of members has been confirmed to effect the decisions as formal for the record.

Taught Programmes Board

Meeting Dates 2020/21

Meeting date	Paperwork deadline
Wednesday 21st October 2020	Wednesday 30th September 2020
Wednesday 25th November 2020	Wednesday 4th November 2020
Wednesday 16th December 2020	Wednesday 25th November 2020
Wednesday 13th January 2021	Wednesday 16th December 2020
Thursday 4th February 2021	Thursday 14th January 2021
Wednesday 24th February 2021	Wednesday 3rd February 2021
Wednesday 24th March 2021	Wednesday 3rd March 2021
Wednesday 21st April 2021	Wednesday 31st March 2021
Thursday 20th May 2021	Thursday 29th April 2021
Wednesday 23rd June 2021	Wednesday 2nd June 2021
Wednesday 21st July 2021	Wednesday 30th June 2021
Wednesday 18th August 2021	Wednesday 28th July 2021

Membership

Chair – ex officio

Deputy Vice-Principal (Education)   Professor Anthony Michael

Deans for Education – ex officio

Humanities and Social Sciences   Ms Christina Perry
School of Medicine and Dentistry   Professor Anthony Warrens
Science and Engineering   Professor Anthony Michael

Deputy Deans for Education – ex officio

Humanities and Social Sciences   Mrs Elizabeth Gillow
Humanities and Social Sciences   Dr Christopher Phillips
Science and Engineering   Professor Henri Huijberts
School of Medicine and Dentistry   Professor Richard Grose
School of Medicine and Dentistry   Professor Maralyn Druce
School of Medicine and Dentistry   Professor Bruce Kidd

Queen Mary Academy Representative – ex officio

Education and Learning Manager   Ms Alison Pettigrew

E-Learning Representative – ex officio

Head of E-Learning   Ms Stella Ekebuisi

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

Humanities and Social Sciences	Dr Daniel Peart
	Dr Michael McKinnie
	Dr Patrick McGurk
Science and Engineering	Dr Christopher Bray
	Dr Adrian Briggs
	Dr Craig Agnor
School of Medicine and Dentistry	Dr John Buchanan
	Dr Kristin Braun
	Dr Mark Freestone

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

Student Representatives

Vice President HSS	Cameron Storey
Vice President S&E	Aphrodite Liddington
Vice President Barts & The London	Mat Robathan

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

Associate Principal and Director of QMOnline	Mr Gideon Shimshon
University LIbrarian	Ms Kate Price
Vacancy	Vacancy

In attendance

Members of the Academic Secretariat	Mr Simon Hayter
	Mrs Alice de Havillan
	Ms Jane Pallant

Secretary

Academic Standards and Quality Officers (x2)	Ms Alison Dawn
	Mr Ashley Palmer

Information on Variable Terms of Office

Student representatives to the Board will be elected for a term of 12 months.

The standard term of office for all other Board members will be four years. In order to mitigate the risk of needing to nominate the complete constitute at the same time and to ensure some membership continuity, by exception, members may be appointed / re-appointed for shorter terms to manage the occurrence of vacancies in each constituency.

Science and Engineering Academic Developments 2020-21

Faculty	S&E
Report Period	Period 2

Count of Proposal Type

School/Institute	Proposal Type	Programme/Module Title	Code	Approval Body 1	Date of Approval 1	Outstanding Issues	Total
Biological and Chemical Sciences	Module Amendment	Comparative & Integrative Physiology	BIO215	School / Institute L&T Committee / Head of School / Ins	01/10/2020	No	1
		Cognitive and Affective Neuroscience	PSY323	School / Institute L&T Committee / Head of School / Ins	02/11/2020	No	1
	Module Amendmnet	Population and Chromosome Genetics	BIO325	School / Institute L&T Committee / Head of School / Ins	02/11/2020	No	1
Biological and Chemical Sciences Total							**3**
Engineering and Materials Science	Programme Amendment	BEng Aerospace Engineering with Management	UBEF-QMEN	School / Institute L&T Committee / Head of School / Ins	06/10/2020	No	1
Engineering and Materials Science Total							**1**
Grand Total							**4**

SMD Academic Developments 2020-21

Faculty	SMD
Report Period	Period 2

Count of Proposal Type

School/Institute	Proposal Type	Programme/Module Title	Code	Approval Body 1	Date of Approval 1	Outstanding Issues	Total
William Harvey Research Institute	**Programme Amendment**	Intercalated BSc Sports & Exercise Medicine programme amendment summary	B191	School / Institute L&T Committee / Head of School / Institute	16/07/2020	No	1
	Module Amendment	Injuries and Medical Problems in Sport (IMPIS)	WHR6020	School / Institute L&T Committee / Head of School / Institute	16/07/2020	No	1
		Biomechanics and Rehabiliation	WHR6021	School / Institute L&T Committee / Head of School / Institute	16/07/2020	No	1
		Research Methods	WHR6023	School / Institute L&T Committee / Head of School / Institute	16/07/2020	No	1
		Literature Review	WHR6026	School / Institute L&T Committee / Head of School / Institute	16/07/2020	No	1
		Exercise Medicine & Physical Activity Promotion (EMPAP)	WHR6027	School / Institute L&T Committee / Head of School / Institute	16/07/2020	No	1
William Harvey Research Institute Total							**6**
IHSE	**Programme Amendment**	Education for Clinical Contexts (MA, PgDip & Pg Cert	A3Z1A3Z4	School / Institute L&T Committee / Head of School / Institute	01/10/2020	Yes	1
	Module Proposal	Teaching and learning for clinical contexts [IHS7010]	TBC	School / Institute L&T Committee / Head of School / Institute	01/10/2020	No	1
		Innovative practices and theories in clinical education [IHS7011]	TBC	School / Institute L&T Committee / Head of School / Institute	01/10/2020	No	1
		Clinical curricula evaluation and development [IHS7012]	TBC	School / Institute L&T Committee / Head of School / Institute	01/10/2020	No	1
		Research methods in clinical education [IHS7013]	TBC	School / Institute L&T Committee / Head of School / Institute	01/10/2020	No	1
		Education, leadership and innovation [IHS7014]	TBC	School / Institute L&T Committee / Head of School / Institute	01/10/2020	No	1
		Dissertation [IHS7015]	TBC	School / Institute L&T Committee / Head of School / Institute	01/10/2020	No	1
IHSE Total							**7**
IPHS	**Programme Amendment**	Global Public Health and Policy MSc	A3A2A3A5	School / Institute L&T Committee / Head of School / Institute	02/07/2020	No	1
		Global Public Health and Policy MRes	A3AC	School / Institute L&T Committee / Head of School / Institute	02/07/2020	No	1
	Programme Proposal	Global Public Health and Policy PT Mres	A3AG	PGT DEB Chair (SOR)	15.10.20	No	1
IPHS Total							**3**
IoD	**Programme Withdrawal**	Dental Public Health MSc FT & PT	A4U3A4U4	School / Institute L&T Committee / Head of School / Institute	02/10/2020	Yes	1
IoD Total							**1**
Grand Total							**17**

HSS Academic Developments 2020-21

Faculty	HSS
Report Period	Period 2

Count of Proposal Type						
School/Institute	Proposal Type	Programme/Module Title	Code	Approval Body 1	Date of Approval 1	Outstanding Issues	Total
Economics and Finance	Programme Amendment	MRes Finance	PSECN	School / Institute L&T Committee / Head of School / Institute	20/10/2020	No	1
		MSc Behavioural Finance, MSc FT Behavioural Finance (with CFA Pathway), M	PSBHF, PSB	School / Institute L&T Committee / Head of School / Institute	12/10/2020	No	1
	Programme Withdrawal	MRes Finance, MRes Economics, MRes Finance & Econometrics, MRes Econd	PMRF-QMEC	School / Institute L&T Committee / Head of School / Institute	28/09/2028	No	1
Economics and Finance Total						**3**
Geography	Module Amendment	Research Methods for Geographers and Environmental Scientists	GEG4004	School / Institute L&T Committee / Head of School / Institute	01/10/2020	No	1
		Past Environmental Change	GEG5229	School / Institute L&T Committee / Head of School / Institute	01/10/2020	No	1
	Programme Suspension	MRes Cities and Cultures	L7Q3/L7Q4	School / Institute L&T Committee / Head of School / Institute	14/10/2020	No	1
		MA Geography	L8S7/L8S8	School / Institute L&T Committee / Head of School / Institute	14/10/2020	No	1
		MRes Global Development	L8QC/L8QD	School / Institute L&T Committee / Head of School / Institute	14/10/2020	No	1
		MRes Development and Global health	L7S5/L7S6	School / Institute L&T Committee / Head of School / Institute	14/10/2020	No	1
		PGCert Water and Environmental Management	F7S7	School / Institute L&T Committee / Head of School / Institute	14/10/2020	No	1
Geography Total						**7**
Politics and International Relations	Programme Amendment	MSc International Public Policy	M1UL	School / Institute L&T Committee / Head of School / Institute	28/10/2020	No	1
	Module Amendment	Theories and Concepts in Public Policy	POLM092	School / Institute L&T Committee / Head of School / Institute	28/10/2020	No	1
Politics and International Relations Total						**2**
Grand Total						**12**