**UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION**

**Committee structure of the Academic Board**

# **PROGRAMME COMMITTEES**

(Amendments to the version published previously are shown in italics.)

It is implicit that in exercising the powers delegated to it, or discharging the responsibilities assigned to it by the Academic Board, that within the limits of its authority, a committee or board of the Academic Board may require action to be taken by another committee or board of the Academic Board.

A **QUORUM:** One third of the total number of members required by the composition[[1]](#footnote-1).

B **ROLE OF THE SCHOOL ACADEMIC COMMITTEE**

B.1 A School Academic Committee has the power to establish Programme Committees, without reference to the Academic Board, to operate in accordance with the requirements of University regulations.

B.2 In exercising this power the School Academic Committee concerned will ensure that the number of individual Programme Committees reflects the size, nature and academic level of the programmes for which the School is responsible and their constituent awards. Where cognate awards at the same academic level are offered, a single Programme Committee should be established, with responsibility for all of the awards.

C **TERMS OF REFERENCE**

C.1 The Programme Committee has overall academic oversight of and is responsible for the ongoing development of the Programme(s) for which it has been assigned responsibility and has the following terms of reference.

C.1.1 To monitor the quality of the Programme(s) in terms of aims and objectives; curriculum; student admissions, progression and achievement; teaching, learning and assessment issues; student support and guidance at Programme level; and resource support for the Programme(s)[[2]](#footnote-2).

C.1.2 To consider submissions to external bodies for the purposes of assessment, recognition or accreditation.

C.1.3 To initiate remedial action to address problems identified by the Committee[[3]](#footnote-3) and as appropriate, to draw the attention of Programme(s) and School Officers and Officers at institutional level to the issues identified, in particular, those relating to resources, staff development needs, and academic quality and standards and to monitor progress in relation to any action plans put in place to address the issues so identified.

C.1.4 To initiate and progress ongoing Programme development including the commissioning

of new modules; the modification of existing modules; innovations in teaching, learning and assessment; development of the resource base, and quality enhancement activities[[4]](#footnote-4).

C.1.5 To arrange at least one (**1**) open student forum each academic year[[5]](#footnote-5) for developmental discussion between students enrolled on the Programme(s) and selected staff concerned with the delivery and management of the Programme(s).

C.1.6 To consider External Examiners’ Reports; the outcomes of external assessment, audit and accreditation events; the student feedback questionnaire; the advice and recommendations of Boards of Examiners and relevant statistics, including, but not limited to those relating to admissions, equal opportunities, student progression and achievement and the first destination of graduates and diplomates.

*C.1.7 To have oversight of module evaluation in the way the School prescribe is appropriate to the size and complexity of the programme.*

*C.1.8* To agree *any* Annual Monitoring and Evaluation Report(s) and submit it/them, as appropriate, for consideration by the School Academic Committee in accordance with the relevant required procedures, timescales and deadlines.

*C.1.9* To *consider at each meeting and update as necessary, Continuous Enhancement Planning* Action Plan(s).

D **CORE COMPOSITION**

D.1 The following is the core composition for all Programme Committees. Where it is appropriate to the content and delivery of the Programme(s) concerned, the School Academic Committee may extend the composition of a Programme Committee to include other members of staff, for example, clinical representatives.

D.2 The Committee may invite other members of the academic or professional staff to attend meetings, from time-to-time, for specific items.

**Category**

1 The Programme Leader who shall be Chair/the relevant Programme Leaders, one of whom shall be appointed Chair by the Dean of School

2 Associate Dean (Academic Quality Assurance)

3 Deputy Programme Leader(s), where appointed

#### 4 Year/Course Tutors

5 Admissions Tutor (ex officio)

6 Programme Administrator

7 Dean of School (ex officio) or in Schools whose structures include Departments, the relevant Heads of Department

8 Representatives from each subject group contributing to the Programme(s) (or named alternates)[[6]](#footnote-6)

9 Student representatives, typically at least two (**2**) for each level of the Programme(s) to include one (**1**) or more representatives of part-time students where this mode of study is offered

10 Collaborative Partnership Leader and Programme Leader in the Partner Organisation where part or all of the Programme is offered

**Officer in attendance**

Clerk to the Committee appointed by the Section Head

E **Conduct of business**

E.1 ***Library and Computing Services (LCS)***

The Chair will:

i schedule annually an item of business for each of the Programme(s) for which the Committee is responsible to discuss *LCS*-related matters;

ii ensure that a member of staff within *LCS*, nominated by the Chief Information Officer (or nominee), is invited to attend for these items;

iii ensure that the nominee of the Chief Information Officer designated under the terms of E.1, ii, is circulated with all of the Committee’s Agendas and Agenda Papers and the Minutes of its proceedings.

F **GOVERNANCE AND OPERATION OF THE COMMITTEE**

F.1 Programme Committees:

i are sub-committees of the School Academic Committee by which they have been established;

ii form part of the committee structure of the Academic Board and their terms of reference, core compositions and operating procedures are therefore prescribed by the Academic Board;

ii will conduct their business in accordance with the Standing Orders of the Academic Board;

iv will note the Standing Orders of the Academic Board at the first meeting of each academic year and any subsequent changes to these;

v will meet not less than twice in each academic year (normally once each term)5;

vi will note their terms of reference, composition and membership at the first meeting of each academic year and any subsequent changes to these.

F.2 Formal minutes of the Committee’s proceedings will be published and circulated by the Clerk to the Committee.

F.3 **Committee records**

The records that form the Minute Book of a Programme Committee will be held in the University’s Electronic Document Records Management System in accordance with the protocols determined from time-to-time by the Head of Governance Services. The Minute Book is part of the permanent record of University business.

1. Advice of the rules for determining quoracy is available from Governance Services. [↑](#footnote-ref-1)
2. Where offered wholly or partly by a Partner Organisation, the Committee will have oversight of Programme(s), as specified in these Terms of Reference, through reports from *Collaborative Partnership Leader*(s), the Partner Organisation(s), External Examiners’ Reports and the Annual Monitoring process. [↑](#footnote-ref-2)
3. The Programme Committee will use a variety of means to identify any problems that might exist, including, but not limited to, internal monitoring, evaluation and review; student feedback; reports from External Examiners or external audit, assessment or accreditation. [↑](#footnote-ref-3)
4. In discharging its responsibilities under Term of Reference C.1.4, Programme Committees are reminded that changes to ~~the~~ a Programme are subject to the prior approval of the School Academic Committee and, as appropriate, the Academic Development Committee and the Student Educational Experience Committee of the Academic Board. Changes in award titles, aims and objectives and departmental responsibilities for teaching particular modules are also subject to the prior approval of the Academic Development Committee. [↑](#footnote-ref-4)
5. It should be noted that the open student forums referred to in Term of Reference C.1.5 does not count towards the two meetings that a Programme Committee is required to hold in each academic year. [↑](#footnote-ref-5)
6. Each group will nominate one member and a named alternate to ensure regular representation. Where appropriate the role can be assumed by members of the Committee serving in other categories of membership. [↑](#footnote-ref-6)