Programme and Module Approval Board

Terms of Reference

Remit

The Programme and Module Approval Board has a specific remit for the consideration of programme and module approval proposals and amendments on behalf of Senate. The responsibilities of the Programme and Module Approval Board are as follows:

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

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

3. To provide an opportunity for a critical appraisal of proposals across a broader spectrum, thereby avoiding a silo approach to approval;

4. To provide procedures that allow for the most efficient turnaround times, greater responsiveness and the most cost-effective use of the College’s resources.

5. 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 all proposals for new taught programmes of study and modules;

2. To approve new taught programmes and modules, either with or without conditions;

3. To consider and approve all proposals for amendments to programmes of studies;

4. To receive reports of amendments to modules that have been approved by teaching and learning committees and scrutinised by the Academic Registry and Council Secretariat;

5. To consider and approve proposals for programme and module withdrawals.

6. To consider all proposals (as above) for new academic developments with collaborative partners (there is an articulation agreements sub-panel of the Programme and Module Approval Board. This panel has been formulated to advise QMSE on the academic case for proposed articulation agreements with external institutions).
Membership

- The Vice Principal Teaching and Learning (Chair)
- The Deans for Taught Programmes
- Two further members of academic staff from each sector, nominated by the Sector VP
- A member of the Planning Unit, nominated by the Director of Finance and Planning.
- The Students' Union President or nominated sabbatical officer.
- Up to three co-opted members from the staff or students of the College to ensure the inclusion of appropriate expertise (e.g. e-learning).

In attendance:

- Members of the Academic Secretariat
- Heads of School/Institute and administrative staff proposing Programmes from their areas.

Operation of the approval process

1. The Programme and Module Approval Board will meet several times each semester. Dates are currently under discussion, and will be notified to academic departments/schools as soon as possible.

2. Academic Secretariat staff will issue a series of deadlines for the approval process. Proposals for new programmes and modules/amendments for programmes and modules 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 (eg QMACF, FHEQ), external support (where appropriate), support from the departmental teaching and learning committee, and support from the planning round.

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 and the programme/module proponent will be invited to attend the meeting to discuss the proposal with the Programme and Module Approval Board.

7. The Programme and Module Approval 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 Programme and Module Approval Board.

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