LONDON METROPOLITAN UNIVERSITY

Academic Portfolio Committee

Terms of Reference

Statement of primary responsibilities of the Academic Portfolio Committee

The Academic Portfolio Committee is responsible under delegated authority from the Academic Board for the development and oversight of the University's academic portfolio, including collaborative partnerships, and for advising the Academic Board on matters relating to the academic portfolio.

Terms of Reference of the Academic Portfolio Committee

The role of the Committee is to:

- To advise the Deputy Vice Chancellor on all University course development and review of portfolio (including collaborative provision);

- To have an overview of the University's academic portfolio and assure its accuracy;

- To review and confirm the status of courses within the academic portfolio and to advise the Deputy Vice Chancellor on any required change to their offer, based on demand;

- To review and approve the development of the academic portfolio in accordance with the University's Strategy;

- To approve each school's cyclical portfolio plan and provide recommendations, as appropriate, based on solid evidence of market demand;

- To ensure timely approval of all new course proposals and changes to existing courses, including late modifications;

- To approve proposals for the closure of courses, zero recruitment of courses, deferral of the start date of courses and changes to the title and timing of recruitment of courses;

- To approve articulation and progression agreements and review activity annually;

- To approve all credit-bearing short courses, and to note all short courses that are both non-award and non-credit bearing;

- To review admissions tariffs on an annual basis.

Quorum
The quorum of the Academic Portfolio Committee is one third of the membership.

Reporting
The Committee shall report to the Academic Board on its activities at each meeting, through a report to the next meeting of the Academic Board.

Frequency of meetings

The Committee will convene:
- On the following dates:
    - Tue 12 Sep 2023
    - Wed 6 Dec 2023
    - Wed 21 Feb 2024
    - Wed 22 May 2024
    - Wed 10 July 2024
- On other occasions when deemed necessary if circumstances indicate it prudent to do so.

Academic Portfolio Committee membership:

	Membership Category	Name	Term of office
1	Chair: Deputy Vice Chancellor (Academic)	Julie Hall	Ex-officio
2	Deputy Chair: Dean of Students	Mandy Bentham	Ex-officio
3	Deputy Vice Chancellor (Student Recruitment)	Gary Davies	Ex-officio
4	Pro Vice Chancellor: Student Experience	Nona McDuff	Ex-officio
5	Academic Registrar	Ian Pearson	Ex-officio
6	Dean of Guildhall School of Business and Law	Christos Kalantaridis	Ex-officio
7	Dean of School of Art, Architecture and Design	Anne Markey	Ex-officio
8	Dean of School of Computing and Digital Media	Christopher Lane	Ex-officio
9	Dean of School of Human Sciences	Elizabeth Opara	Ex-officio
10	Dean of School of Social Sciences and Professions	Kelly Cooper	Ex-officio
11	Dean of School of Built Environment	Sean Flynn	Ex-officio
12	Head of Academic Partnerships and Short Courses	Wendy Bloisi	Ex-officio
13	Director of Student Recruitment & Business Development	Jennifer Wilkinson	Ex-officio
14	Associate Director - Financial Management	Kobby Sarpong	Ex-officio
15	Director of Admissions & Enrolment	Subi Darbhanga	Ex-officio
16	Director of Marketing and Communications	Deon-Nadine Butler	Ex-officio
17	Head of Marketing	Kate Stanbury	Ex-officio

Officer to Committee: Agnieszka Dutch

Attendees: Other staff may attend by invitation of the chair. Non-members should only be at the committee if they have been asked along to present a paper or attend to represent an absent member.