

## Academic Portfolio Committee Terms of Reference

### 1. Purpose of the Academic Portfolio Committee

- 1.1. The Academic Portfolio Committee is responsible under delegated authority from the Academic Board for the development and oversight of the University's academic portfolio and for advising the Academic Board on matters relating to the academic portfolio, other than the approval and monitoring of collaborative provision, which is the responsibility of the Collaborative Provision Committee.
- 1.2. The role of the Committee is to:
  - To advise the PVC Academic Outcomes on all University course development and review;
  - 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 PVC Academic Outcomes 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 Strategic Plan;
  - To approve each school's cyclical portfolio plan and provide recommendations, as appropriate, based on solid evidence of market demand;
  - To monitor progression and ensure timely approval of all new course approvals, and those under periodic review;
  - To approve implementation of 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 all credit-bearing short courses, and to note all short courses that are both non-award and non-credit bearing.
- 1.3. The Committee will liaise closely with the Collaborative Provision Committee to ensure that the effect of changes to the portfolio on collaborative provision is taken into account, and to ensure that collaborative partnerships are consistent with the University's academic portfolio. Minutes of meeting of the Academic Portfolio Committee will be provided to the Collaborative Provision Committee and vice versa.

## 2. Method of Operating

2.1. The Committee will convene:

- Once a month in synchrony with other meetings (e.g. the Senior Management Team) where possible.
- On other occasions when deemed necessary if circumstances indicate it prudent to do so.

2.2 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.

## 3. Ground Rules

3.1. All members of the Committee are expected to prioritise attendance at the Committee's meetings over and above their other commitments.

3.2. All proposals to the Committee must be submitted on the relevant, fully completed, template or form in order to be considered.

## 4. Academic Portfolio Committee membership:

	Membership Category		Term of office
1	<i>Chair:</i> Pro Vice-Chancellor Academic Outcomes	Liz Charman	Ex-officio
2	Dean of School of Business	Simon Jones	Ex-officio
3	Head of School of Cass	Andrew Stone	Ex-officio
4	Head of School of Computing and Digital Media	Stan Zakrzewski	Ex-officio
5	Head of School of Human Sciences	Trushar Adatia	Ex-officio
6	Head of School of Social Professions	Suzanne Burley	Ex-officio
7	Head of School of Social Sciences	Jo Skinner	Ex-officio
8	Director of Engagement	Phil Chapman	Ex-officio
8	Director of Student Journey (or nominee)	Hayriye Mehmet	Ex-officio
9	Acting Director of Planning and Quality	Graham Taylor-Russell	Ex-officio

Attendees:

Head of Quality Enhancement Unit

Other staff may attend by invitation of the chair.

**Secretary:** Quality Manager (Assurance and Information)