# 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:

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|  | **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.