

Academic Board

REMIT

Ultimate responsibility for the standards, quality and enhancement of higher education provision within the college

PURPOSE

Subject to the overall responsibility of the Board of Governors and to the responsibilities of the Principal, the Academic Board is responsible for:

1.1. Planning and Development

1.1.1. To scrutinise proposals for the approval of new curriculum

1.1.2. To scrutinise and approve annually any changes to validated provision for higher education students in the following academic year

1.1.3. To monitor the development of new courses from initial approval to recruitment

1.2. Academic Standards and Performance

1.2.1. To review internal and external reports relating to quality matters and to monitor progress with actions arising from these

1.2.2. To scrutinise college academic performance in relation to internal targets and external benchmarks

1.2.3. To advise on the College response to the academic requirements of external agencies such as Ofsted and the QAA

1.2.4. To scrutinise and approve reports arising from the annual academic self-assessment process

1.3. Policy

1.3.1. To scrutinise and inform the review and development of academic policy

1.3.2. To receive and review relevant policies relating to validating partner/s.

1.4. Enhancement of Teaching, Learning & Assessment

1.4.2. To inform and monitor the implementation and impact of quality improvement plans

1.4.3. To review feedback from learners in relation to the quality of their experience.

1.4.5. To receive reports in relation to the management of current research activity undertaken by college staff.

2. MEMBERSHIP

2.1. There shall be a Higher Education Academic Board of the College comprising 14 members:-

- i. Principal (who shall be Chair)
- ii. Deputy Principal
- iii. Director of FE Curriculum & Student Experience
- iv. Director of Quality Improvement & Student Services
- v. Head of Higher Education
- vi. Student Services Manager
- vii. Learning Resource Centre Manager
- viii. Four members of regular staff to be elected by all regular staff, each member to serve for 2 years 2 members being replaced each year. *Wanda McCormick & James Littlemore to July 2017. Kat Nicola & Caroline Caplan to July 2018*
- ix. Two Lead Student Representatives
- x. HE Administrator (minute secretary)
- xi. The Chair of the Academic Board shall be able to co-opt further members such as resource managers to specific meetings as required. These will be non-voting members of the Academic Board.

2.2. Members covered by (ix) above to be elected by all eligible full time and regular* part-time staff.

* Regular includes part-time staff employed for at least 30 weeks over the current academic year. All members of the Academic Board must be current employees of the College.

2.3. Persons in categories (i) to (viii) shall be ex officio members of the Academic Board.

2.4. The Principal may nominate a deputy chair from among the members of the Academic Board, to take the chair in his/her place.

2.5. The Clerk to the Governors shall organise elections during the summer term. Persons elected shall take up office at the commencement of the next academic year. All nominations to be proposed and seconded by persons eligible to vote in the election. The results of this election to be notified before the end of the summer term.

3. MEMBERSHIP

3.1. Meetings will be held once per term and on other occasions when required by the Principal or at the written request of at least 5 other members of the Academic Board made to the Principal or his/her deputy. An additional meeting will be held each year in June to approve the award of College Certificates.

3.2. A copy of the agenda will normally be sent at least seven clear days in advance of meetings.

3.3. A quorum for the Board will be eight voting members.

3.4. A signed minute book will be maintained. Confidential minutes will be maintained for issues relating to named individuals.

3.5. The Clerk to the Corporation will be responsible for the organisation of the Academic Board.

4. INDICATIVE CYCLES OF BUSINESS

The known items of business for each meeting are shown in the table below.

Autumn term
Research Committee report
New course approvals
Progress with development of new courses
Outcomes of National Student Survey
Progress with retention against targets (exception report by Subject Managers)
Summary of undergraduate external examiner reports and responses
Academic policy reviews
Award of College certificates following re-sit examinations
Spring term
Changes to curriculum offer for next academic year
HE results against comparators
Research Committee report
Summary of postgraduate external examiner reports and responses
Nomination of External Examiners for next academic year
Progress with development of new courses
HE annual review and action plan progress report
HE student voice forum
Academic policy reviews

Progress with retention against targets (exception report by Subject Managers)
Summer term
Commercial experience framework for next academic year
HE annual review action plan progress report
Research Committee report
Academic policy reviews
Progress with development of new courses
As required
Response to QAA requirements
Periodic Subject Reviews (preparation, progress and outcomes)

5. ACCOUNTABILITY AND COMMUNICATION

5.1 Minutes will be presented to and discussed at the Senior Leadership Team and the Board of Governors

5.2 Discussions, outcomes and actions to be communicated by members to their teams as appropriate to deliver agreed outcomes.