

## **QUALITY ASSURANCE PORTFOLIO CHANGE COMMITTEE**

**Reporting Line:** Education Committee

**Timing:** 6-7 per academic year

**Cycle:** Academic Council

### **TERMS OF REFERENCE/FUNCTIONS:**

1. Under delegated authority from the Education Committee, review and approve proposals for changes to the University's academic portfolio, taking into consideration the University's Town House Strategy, current academic priorities, the Academic Framework, and resources. This includes proposals for:
  - i. Existing courses to proceed to revalidation, including those to be delivered through a collaborative partner.
  - ii. Forming new collaborative partnerships through consideration of due diligence reports.
  - iii. The addition of new course pathways for existing courses.
  - iv. Changes or additions to the location of course delivery.
  - v. Changes to a course learning mode (full time/part time) or delivery mode (e.g. on campus/blended).
  - vi. The closure and suspension of existing courses and partnerships.
2. Review courses referred to the Committee from the University's Kingston Continuous Enhancement Process (KCEP) and take action as appropriate.
3. Review courses referred to the Committee from the University's planning round or Portfolio Management Group and take action as appropriate including referring such courses to KCEP.
4. Refer matters to other committees as appropriate.

### **MEMBERSHIP**

- i. Chair – Pro Vice-Chancellor Education - Professor John Craig
- ii. Head of Quality Assurance and Enhancement – Syed Islam
- iii. Student Records Manager – Philip Hutchinson
- iv. Associate Director Marketing and Student Recruitment – Dearbhla Clarke
- v. Course and Student Administration Managers – Bobbie Jenner-Clarke and Steve Cameron
- vi. Assessment, Regulations and Appeals Manager – Neil Owens

In attendance:

Representative from QAE (Clerk) – Mike Firth

**QUORACY:**

The meeting shall be quorate if, within twenty minutes of the published start time of the meeting, at least 50% of the members are present. If a quorum is not present after twenty minutes, the meeting shall stand adjourned and a special meeting shall be summoned as soon as reasonably practicable. Alternatively, the Chair can continue proceedings on an informal basis. In the event that the meeting proceeds on an informal basis, any decisions taken will be circulated to the full membership via email for ratification as soon as possible after the meeting. Any members who do not respond by the deadline (10 working days after receipt of the email) will be deemed to be assenting to the decision made. There is no minimum quoracy threshold for informal meetings; however, it is at the discretion of the Chair whether to proceed with the meeting on an informal basis in light of the number of members present.