

Guidance OG (xiv)

Terms of Reference and Standard Agenda Items for the Joint Executive Committee

Preamble

The Joint Executive Committee is a high-level meeting which should take a holistic view of the operation of the partnership each year, considering issues such as resourcing, staff development, quality assurance, financial issues and plans for future developments. The Joint Executive Committee reports to Faculty Education Committee and is a formal part of the University's committee structure. It is important, therefore, that the University Liaison Officer (ULO) and Partner Liaison Officers (PLO) consider in advance of the meeting any issues or concerns they wish to raise in relation to the operation of the partnership over the year.

The minutes of Joint Executive Committees should provide a full and accurate reflection of the meeting and provide an audit trail of any significant issues raised throughout the year, and actions taken in response. The minutes should be approved by the Chair prior to confirmation.

Meeting Name: Joint Executive Committee

Nature: Forum for consideration of strategic management issues relating to specific collaborative partnerships

Report line: Faculty Education Committee

Timing: Meets annually

TERMS OF REFERENCE/FUNCTIONS:

1. To mutually review the operation of the partnership and to take a holistic view of the operation of the partnership and the ongoing strategic value of the partner on an annual basis each year.
2. As part of the institutional re-approval process, consider as appropriate, the ongoing strategic value of the partnership and to mutually agree that the institutional re-approval process should commence.
3. To review the physical and human resources required to deliver the course(s), taking account of any additional resources that may be provided by the University (and articulated in the Institutional Agreement) and any teaching and additional charges for administration, materials etc.
4. To consider and approve changes to the staffing¹, premises, library or computing support of the field(s) delivered with the partner.
5. To review the efficacy of the Collaborative Partner Contingency Plan.
6. To review staff development undertaken and agree future staff development requirements in relation to the field(s) delivered with the partner.
7. To consider as appropriate any academic matters relating to the course(s) delivered with the partner and identified in the Course Enhancement Plan. (CEPs), for example progression and achievement information and external examiners' reports.
8. To consider the Institutional Monitoring report relating to the partnership and to address any areas of concern.
9. To consider as appropriate any matters relating to recruitment and marketing of the course(s) delivered with the partner.
10. To consider future developments of the partnership, including new provision.
11. Other functions as required by the sponsoring Faculty.
12. To receive the minutes of the relevant Student Voice Committees.

¹ The ULO may feed comments on CVs of individuals shortlisted by the partner for interview (where that member of staff will be teaching on KU provision). The responsibility for appointment lies ultimately with the partner and there is no requirement for faculty staff to be on the appointment panel, although where feasible this may be helpful.

MEMBERSHIP

It is anticipated that the Joint Executive Committee will include (but not be limited to) the following members:

- A senior executive member of staff of the University, normally the Dean or Associate Dean of the sponsoring Faculty or their nominee (Chair)
- A senior executive member of staff of the partner
- Head of School of the University
- Head of Department or Course Director from the University
- The Administration Manager of the Faculty(ies) if appropriate
- The Liaison Officer appointed by the partner.
- The Liaison Officer appointed by the University.
- Assistant Registrar QAE Collaborative Partnerships or nominee.
- Representative from the QAE team (clerk)

NOTES

1. Normally there will be a Joint Executive Committee for each course delivered by a partner. However, where the Institutional Agreement covers a number of fields, these may be combined into one or more Joint Executive Committee(s) as deemed appropriate by the sponsoring Faculty(ies).
2. A formal record will be taken of the Joint Executive Committee which will be approved by the Chair in consultation with the University and Partner Liaison Officers.
3. A copy of these minutes will be held on record by QAE for consideration as part of the Institutional Monitoring process.

STANDARD AGENDA

Agenda for Kingston University/[Partner] Joint Executive Committee Meeting

[Course(s)] delivered at [Partner]

To be held on [date] at [location]

Attendees:

Kingston University:

Partner:

Agenda:

1. Welcome, introductions and apologies for absence.
2. Joint Executive Committee – Terms of Reference (to note)
3. Minutes of the last meeting
[QAE Team JECs- All Documents \(sharepoint.com\)](#)
4. Matters arising from the minutes.
5. Report from the KU Liaison Officer and the Partner Liaison Officer on the operation of the collaboration over the year. Areas to be addressed include:
 - Course liaison (including effectiveness of communication)
 - Curriculum, delivery, and assessment issues
 - Progression and completion rates
 - Student feedback
 - Resources
 - Human Resources (verification and approval of teaching staff contributing to the provision)
 - Student support
 - Professional, Statutory or Regulatory Body accreditations (as appropriate)
 - Good practice and successes
 - Actions arising from external examiners' reports and confirmation of how each of these actions have been addressed.
 - Issues of interest arising from Kingston Course Enhancement Programme

(KCEP)

6. Overview of Staff Development:
 - e.g., staff development activities taken by the team, those planned and the identification of any new requirements.
7. Recruitment and marketing
 - Approval of any new marketing material
8. Future developments and Strategic Planning
9. Contractual issues:
 - Review and update course lists for the forthcoming academic year (Schedule 1)
 - Review and confirm student return reporting responsibilities for the forthcoming academic year (Schedule 1)
 - Review of financial arrangements for the forthcoming academic year (Schedule 3)
 - Any other issues relating to the Institutional Agreement and its schedules.
 - Confirmation of position in relation to access to KU resources
 - Review of the Contingency Plan
10. Review of the Liaison Document and confirmation that it has been updated for the forthcoming academic year.
11. Quality Assurance Requirements
 - Consideration of the Institutional Monitoring Report
 - Confirmation that Module Enhancement Plans (MEPs) and CEPs have been completed as required.
12. Any other business
13. Date of next meeting

AGENDA FOR PRELIMINARY EXECUTIVE COMMITTEE (PRE-START)
Agenda for Kingston University/[Partner] Preliminary Executive Committee
Meeting

[Course(s)] delivered at [Partner] To be held on [date]
at [location]

Attendees:

Kingston University:

Partner:

Agenda:

1. Welcome, introductions and apologies for absence.
2. Review of the contract
 - (a) Progress towards signature
 - (b) Any points of discussion
 - (c) Financial schedule (schedule 3)
 - (d) List of courses (schedule 1)
3. Course operation and liaison:
 - a. agreement of calendar
 - b. report on operational developments.
 - c. final liaison document
4. Review of Resources:
 - a. any final resource considerations
 - b. consider and approve any changes to academic staff delivering courses.
5. Staff Development:

- a. Needed
 - b. Planned
 - c. Taken place
6. Student recruitment and marketing
- a. Approval of any new marketing material
 - b. Report on student recruitment
7. Any other business
8. Date of next meeting