

ACADEMIC INFORMATION MONITORING (CMA) GROUP

Type: Academic Information Monitoring (CMA) Group

Reporting Line: Education Committee & University Recruitment Committee

Timing: Twice per year or as required

TERMS OF REFERENCE/FUNCTIONS:

1. The remit and responsibilities of this Group pertain *specifically* to information pertaining to academic provision only.
2. To report on and maintain oversight of the University's current approach to overall information related to academic provision; periodically examining supporting policies and procedures to ensure they are robust and fit for purpose and to provide assurance on the appropriate management of these functions.
3. To ensure oversight and ongoing review in relation to the current information provision of the University, encompassing programme and academic media, at the distinct stages of the student and curricula journeys. Ensuring our current information provision is clear, accurate and provided at the appropriate stage of inquiry.
4. To monitor and make recommendations for potential areas for enhancement across the distinct areas of information provision, including pre-application, application, offer stage, enrolled and registered students. Understanding specifically what information is provided when, including fees, T&Cs, Handbooks etc.
5. To monitor the timeliness and accessibility of information related information-development process lifecycles, ensuring that key information and changes to information can be fed into University-wide information provision timelines and deliver holistically.
6. To periodically review and determine the effectiveness of the current policies, processes, and mechanisms in relation to information compliance of University's collaborative provision. Ensuring the appropriate usage of information provision and reporting as necessary; highlighting risks where necessary and making recommendations for mitigation or changes to approach in order to secure better ways of working.
7. Ensuring the dissemination and consistent application of policies and processes underpinning information provision pertaining to University awards delivered with collaborative partners; ensuring their efficacy and application and making recommendations as necessary
8. To be cognisant of relevant sector best practice in terms of management of provision of academic information. Recommending the incorporation of approaches where relevant, and in the interests of students.
9. To identify any continual training and development needs across relevant areas in relation to University obligations in terms of information provision.

10. To make any further recommendations pertaining to policy, process, or timelines to ensure that the University complies with the relevant external guidance in a proportionate, risk-based manner, with a focus on clarity, accuracy, and timeliness of information provision.

MEMBERSHIP

- Pro Vice-Chancellor for Education (Chair)
- Head of Quality Assurance and Enhancement
- Interim Associate Director of UK Student Recruitment
- Admissions Manager (or nominee)
- Faculty Marketing Business Partners (1 per Faculty)
- Associate Deans for Learning and Teaching
- Deputy Academic Registrar (Regulations, Assessment and Student Casework)
- Head of Technology Enhanced Learning (TEL)
- Web & Digital Manager
- Legal Counsel
- Data Protection Officer
- QAE Assistant Registrar (Clerk)

By invitation:

- University Secretary

Other members of professional or academic staff may be invited to attend as required by the agenda.

Sub-Group

A Sub-Group has:

- decision making powers derived from its parent committee.
- a defined membership with defined responsibilities
- Responsibilities to identify action, deliverables and academic risk and provide feedback to senior committees in relation to these terms of reference and a reporting line to its parent committee.

The primary purpose of a Sub-Group is to carry out a specific type of activity or activity in a specified area that would otherwise dominate or take up too much time at meetings of the parent Committee. Sub-Groups should contain members drawn from the parent Committee but also might co-opt members who are not on the parent Committee. Sub-Groups are permanent entities and are conducted formally, using formal agendas, papers, and minutes for each meeting.

The full Rules and Procedures are available at
<https://committees.kingston.ac.uk/senate/default.aspx>

Approved by EC 4 March 2020.
Timing and Membership updated 10 May 2021.
Membership updated 18 May 2023 and 10 May 2024