

COURSE AND MODULE MODIFICATION PANEL

TERMS OF REFERENCE

Type:	Standing Panel
Reporting Line:	Faculty Education Committee
Timing:	Minimum two per year: normally one in November and one in May
Cycle:	Academic Council

TERMS OF REFERENCE/FUNCTION:

- To have responsibility for the consideration and approval of modifications to programmes and modules undertaken by the faculty under delegated authority from the Faculty Education Committee;
- To ensure that programmes remain current and valid in light of developing knowledge in the discipline, and practice in its application;
- To evaluate continuing effectiveness of the curriculum and of assessment in relation to the intended learning outcomes;
- To ensure that an audit trail is maintained and that any approved changes are correctly recorded;
- To monitor incremental changes to validated programmes;
- To report approved changes to the Faculty Education Committee for note.

MEMBERSHIP

- Associate Dean for Learning and Teaching (Chair) (or nominee)
- School Directors of Learning and Teaching (or nominee)
- Assistant Registrar (Quality Assurance and Enhancement)
- Head of Resources and Planning (or nominee)
- Faculty Marketing Business Partner

In attendance:

- Senior Coordinator (QAE) (Clerk)
- Other members of professional or academic staff may be invited to attend as required by the agenda.

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.