



## **COURSE COMMITTEE – TERMS OF REFERENCE**

### **Responsibility of the Committee**

Course Committees are responsible for monitoring and dealing with all issues associated with programme delivery.

The purpose of Course Committees is to provide a forum for the discussion of all matters, which affect the operation of a course. It should keep under review the academic quality of the course and ensure that the course is delivered in accordance with the aims and objectives defined at validation. It should take appropriate action to ensure that the course is continuing to develop to meet the needs of its students and relevant employer groups and will contribute to the Annual Monitoring process for each programme. In doing so it should monitor:

- Feedback from students, lecturers, employer groups and the operational team.
- Statistics relating to pass rates, progression, retention, employment and recruitment.

The Course Committees membership and terms of reference should be reviewed and approved annually by the Academic Board. It is acceptable for a course committee to have responsibility for more than one programme of study providing the collective membership meets the minimum requirements for each individual course as described below. The operation of Course Committees shall be in accordance with the following:

- All Course Committees shall meet at least four times per year.
- The Chair of the Course Committee shall normally be the Programme Team Leader.
- Minutes should be taken and submitted to the Quality and Standards Committee.
- In between formal meetings an online course committee may take place, which will include discussion threads on key issues and voting where action is required in advance of the next proposed meeting. In such cases where online discussion of an issue is instigated it must be approved and coordinated by the Course Committee Chair and all committee members should be informed by e-mail through Arden University's "iQuality" system. Any interested party, including all students, will be entitled to participate in such online discussion but only Course Committee members will be entitled to cast a vote where this is required. The outcome of all online discussions and voting should be reported to the formal Course Committee meeting.
- The Chair of the Course Committee may decide to substitute a formal meeting with an online meeting subject to agreement from at least 80% of the membership but at least ONE formal Committee meeting must be held annually.
- Course Committees shall have the power to set up sub- committees, panels or working parties as required.

### **Composition**

- Chair: Programme Team Leader (if more than one programme is under consideration, the chair will be designated by the relevant Academic Programme Director)



- Other Programme Leaders (if more than one programme is under consideration)
- Module Leaders and lecturers
- One or two elected student representatives per course/study centre
- External representatives as appropriate (e.g. employers)
- A representative from Distance Learning Student Support
- A representative from Blended Learning Student Support for each campus
- A member of the Arden University Quality Team – to take minutes

### **Quorum**

The quorum for meetings of the Course Committee requires the following to present:

- The Chair
- At least one member of academic staff from the relevant programme(s)
- At least one student support representative for each mode of study

### **Terms of reference**

The Course Committee shall have principal academic responsibility for the course, within the framework and policies formulated by the Academic Board and the external Validating Body (where applicable). This responsibility shall include:

1. Determination and development of the course curriculum.
2. Advising on general course organisation and administration.
3. Review of programme delivery, academic regulations, admissions policy, assessment, and examination methods for the course.
4. Monitoring and evaluation of the academic standards and effectiveness of the course and drawing up necessary action plans as a consequence.
5. Reviewing resources required by the course and making recommendations to the Board of Governors via the Academic Board as appropriate.
6. Identifying needs for staff development required to maintain and enhance the academic standards of the course.
7. Production of annual course monitoring reports and other reports as required by the Academic Board.
8. Collecting feedback from students, lecturers and other stakeholders (e.g. employers).
9. Receiving the minutes of the Staff Student Liaison Committees.
10. Receiving reports on the operation of the course and ensuring that matters relating to the course's effectiveness and student satisfaction are followed up.
11. Considering and implementing at course level, such policies as may be determined by the Academic Board.

**Last approved by Academic Board: September 2020**