

Thinkspace Education

Programme Boards

1 Terms of reference

Programme boards are constituted by programme group (currently Composition or Games) and take account of the views of all stakeholders including staff, students, employers and our University partners. They are responsible for ensuring the continuing relevance of the course, both professionally and academically, the quality of learning materials, assessment and the teaching and learning strategy. Programme Boards exercise, on behalf of Academic Board, responsibility for course management, development, delivery, monitoring and enhancement in accordance with regulations laid down by TSE and the University of Chichester.

Programme Boards also:

1. Monitor the continuing health of courses and the quality of the student learning opportunities, taking into account feedback from staff, students, the external examiner(s), and recruitment, retention and achievement data;
2. Monitor the quality of learning and teaching materials;
3. Develop proposals for course and module amendments for approval by Academic Board;
4. Develop an initial draft of the annual course report and monitor the progress of the consequent action plan;
5. Monitor assessment procedures and adherence to regulations, including with respect to intended learning outcomes, assessment criteria, assessment instruments, and marking and moderation;
6. Consider external examiner report(s) and develop responses for communication to the University;
7. Prepare for, and contribute to, periodic review by the University and any external bodies;
8. Ensure collection, consideration and response to student feedback.

2 Meetings and minutes

- Programme Boards meet on a regular basis (normally twice/three times a year);
- Minutes are received by Academic Board;
- All meetings commence with consideration of matters arising from the previous meeting.

3 Membership

- Course Manager (Chair)
- Student representatives (2)
- All academic staff contributing to delivery and assessment of relevant programmes
- Student Support Manager
- University Liaison Tutor

In attendance:

- Committee administrator