Programme Development and Approval Sub-Committee
Terms of reference and membership 2022/23

Terms of reference

1. To provide oversight of the implementation of outcomes from Portfolio Simplification, reporting to Curriculum Commission updates, ensuring that:
   a. Approved discontinued programmes are formally closed within the agreed timeline to ensure the College meets its CMA compliance obligations including ensuring that appropriate support is in place for students remaining on programmes that are to be discontinued.
   b. Decisions to reconfigure programmes and modules are implemented within the agreed timeframes.

2. To provide oversight of the transition towards credit harmonisation.

3. To provide a strategic overview of the development of new taught programmes at all levels, including those delivered through a collaborative provision arrangement[1], and online programmes.

4. To consider for approval outline proposals for new taught programmes to ensure that such proposals:
   a. are consistent with College and Faculty (Institute/School) strategic plans
   b. have a sound academic basis
   c. have researched and considered the relevant market
   d. have been fully costed

5. To have oversight of faculty approvals at module level.

6. To receive updates from the Student and Consumer Protection Board regarding CMA compliance

7. To approve complex taught programmes which have been identified as such at outline proposal stage.

8. To approve short courses that sit outside of a Faculty (Institute/School) remit (e.g. King's Professional and Executive Development (KPED)[1], Massive Open Online Course (MOOCS), and Summer School).

9. To report final approval of full programme proposals and Short Courses to College Education Committee.

10. To take a strategic view on behalf of Academic Board as to the necessity to suspend or withdraw taught programmes and to recommend suspension or closure to College Education Committee.

Membership
- Chair (Vice President and Vice Principal [Education])
- Co-Chair (Director of King's Academy)
- Deputy Chair (nominated by the Vice President and Vice Principal [Education])

---

[1] Following the creation of a new "Education Institute" (name to be confirmed), short courses offered by KPED and Summer School may during the year move to approval from within the Institute

- One academic member from each Faculty (Institute/School) – this member should either be the Vice Dean of Education or the Chair of the Faculty Approval Panel (or equivalent). Alternates should also be provided.
- Associate Director (Academic Regulations, Quality and Standards)
- Data Governance and Security Representative
- 2 x Faculty Quality Assurance Managers (one from Health and one from Arts and Sciences)
- KCLSU Vice President Education (1x Health, 1x Arts and Sciences)
- Officer: Quality, Standards & Enhancement Manager (Curriculum)

Reporting
The Sub-Committee will report to the College Education Committee

Meetings
- The Sub-Committee will meet six times a year