

Programme Development and Approval Sub-Committee (PDASC) Terms of Reference and Membership 2023/24

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 arrangement¹, 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.

¹ Following the discontinuation of the School of Professional and Continuing Education (PACE), the Summer School will be part of the new Centre for International Education and Languages (CIEL) and KPED will be an independent unit where short courses may be approved.

Membership

- Chair (Director of King's Academy)
- Deputy Chair (nominated by Director of King's Academy)
- 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
- Associate Director of Academic Affairs
- 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 Assurance Manager (Taught Curriculum)

Reporting

- The Sub-Committee reports to the College Education Committee (CEC)

Meetings

- The Sub-Committee will meet up to six times a year