

Faculty Curriculum Review Groups: Terms of Reference



Purpose

Faculty Curriculum Review Groups (FCRG) are accountable to the relevant Faculty Academic Standards and Quality Committee (ASQC) and have oversight of all Faculty curriculum development which has been deemed low or medium impact. FCRGs also identify and disseminate themes for consideration and/or practice which enhance the student learning experience.

Membership

Associate Dean Learning and Teaching (or nominee) (Chair)
4 x Field Leaders or Deputy Heads of Department
Professional Services Representative(s)
Associate Director of Academic Practice
Other Stakeholders on the nomination of the Chair in consultation with the PVC/Executive Dean.

In attendance

1x Faculty Quality Account Manager (4)
Committee Officer

Members “in attendance” do not have voting rights. The Chair has discretion to determine whether and how many post-holders or other individuals may attend a meeting in a non-voting capacity.

The membership can also include up to two co-opted members. Co-opted members are appointed by the Group in consultation with the Chair. Co-opted members have voting rights.

Responsibility

Faculty Curriculum Review Groups are responsible for:

- Reviewing all Faculty curriculum development which has been deemed low or medium impact and present recommendations to the Faculty ASQC;
- Reviewing high impact developments prior to presentation to a validation panel;
- Ensuring that academic standards are met, the quality of teaching and learning opportunities are enhanced and that the Faculty’s academic provision remains aligned to relevant benchmarks;
- Ensuring that the Faculty’s academic provision aligns to the Learning 2030 strategy, the key principles of the Enhancement Framework for Academic Programmes and Practice and the University’s Academic Regulations and Procedures;
- Ensuring that curriculum development has taken place in consultation with all relevant stakeholders including representatives of partner institutions where appropriate;
- Ensuring that where revisions to curriculum constitute a material change, appropriate student consultation has taken place and the outcomes recorded;

- Considering the impact of proposed changes to the student experience of learning, teaching and assessment;
- Ensuring an appropriate level of departmental scrutiny of all curriculum development has taken place and can be evidenced;
- Identifying and disseminating practice which enhances the quality of the student learning experience;
- Monitoring the volume of curriculum change and analysing emerging trends and the impact of changes on the student experience;
- Ensuring active consideration of equality, diversity and inclusion in the conduct of its business;
- Evaluating annually its own performance to ensure academic governance arrangements enhance institutional performance and add value;
- Ensuring any task-and-finish groups or special interest groups it creates can discharge their functions, having Terms of Reference with clear responsibilities and delegated authorities.

Accountability

Faculty Curriculum Review Groups are accountable to the relevant Faculty Academic Standards and Quality Committee and report to it on:

- The operation and management of matters concerning curriculum development within the Faculty;
- Proposals for new policies and frameworks within its area of competence;
- Proposals for changes to its terms of reference, membership or priorities or to those of any sub-groups established to support delivery of its terms of reference;
- Any matters or priority areas referred to it for action by the Chair of ASQC.

Each FCRG provides an annual assurance report to the relevant ASQC, through which it demonstrates how it has fulfilled its Terms of Reference and assesses its own effectiveness. The requirements for the report will be specified by Faculty Board, in consultation with LTSEC.

Administration

Faculty Curriculum Review Groups will meet a minimum of four times a year (approximately two weeks before FASQCs). The duration of meetings will be no longer than three hours. The Quorum for meetings is one-third of members eligible to attend.

Representative members who are nominated to represent a particular constituency will be rotated annually.

Co-opted members will serve a maximum three-year term.

A committee officer will be identified to support the Chair in the effective and efficient conduct of the Committee's business.

Review

The Terms of Reference for Faculty Curriculum Review Groups will be reviewed annually to ensure they are still relevant, decision-making structures are effective and FCRGs can effectively discharge their duties. As part of the review consideration should be given to how the Groups can improve and better integrate practices which support equality, diversity and inclusivity.