**Programme Management Committees:
Terms of Reference**

Purpose

Programme Management Committees (PMC) are accountable to the relevant Department Student Partnership Forum and oversee the management of programmes and modules contributing to programmes/clusters. PMCs have oversight of Student Representative Staff Forums (SRSFs) which report directly to the PMC. They provide a key forum for the scrutiny of programme performance and for student-staff partnership in decision-making about programme enhancement.

Membership

Programme/Cluster Leader (Chair)
All staff involved in delivery of programme(s)
Programme Year Reps for unreserved business

In Attendance

Staff and stakeholders as considered necessary by the Chair (e.g. employers or partners).
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.

Responsibility

Programme Management Committees are responsible for:

- Reviewing programmes and modules to develop and implement enhancements in line with the Enhancement Framework that support student learning and improve the student experience and student outcomes;
- Monitoring and receiving programme enhancement plans;
- Supporting active partnership with students in the enhancement of programmes and modules;
- Promoting the dissemination of information on programme enhancement to students and other staff;
- Advising the Programme/Cluster Manager on appropriate responses to quality indicators for the Programme/Cluster (and its constituent modules) including internal and external sources of data (e.g. surveys, module evaluations, student feedback) and External Examiner comments;
- Engaging with the Enhancement Framework, including participation in annual and periodic enhancement activities;
- Ensuring active consideration of equality, diversity and inclusion in the conduct of their business;
- Evaluating annually their performance to ensure academic governance arrangements enhance institutional performance and add value.

<u>Reserved business</u>
In conducting their business, Programme Management Committees may occasionally be required to consider items of a confidential or sensitive nature, such as in relation to individual students or members of staff. In such circumstances, the Chair has the authority to deem such matters as "reserved business" and to ask student representatives to leave the meeting.

Accountability

Programme Management Committees are accountable to the relevant Departmental Student Partnership Forum and report to it on:
- Programme enhancements and the student experience, including any concerns or issues around programme quality;
- Proposals for changes to their terms of reference, membership or priorities.

Administration

Programme Management Committees will normally meet a minimum of once per programme teaching block. The duration of meetings will be no longer than three hours.

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 Programme Management Committees will be reviewed annually to ensure they are still relevant, decision-making structures are effective and PMCs can effectively discharge their duties. As part of the review consideration should be undertaken to how the Committee can improve and better integrate practices which support equality, diversity and inclusivity.