

## University Curriculum Panel: Terms of Reference

### Purpose

The University Curriculum Panel (UCP) oversees the strategic management of the University's academic portfolio, including the initial approval of proposals for new programmes, degree apprenticeships and major revisions to the existing academic portfolio within Faculties.

### Membership

DVC and Provost (Chair)  
Pro Vice-Chancellor (Student Experience)  
Associate Deans (Learning and Teaching)  
Director of Learning and Teaching  
Director of Student and Academic Services  
Director of Marketing and Future Students  
Head of Planning and Business Intelligence

### In attendance:

Officer: Student and Academic Services  
Committee Officer

The membership can also include additional members in attendance, who 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

The UCP is responsible for:

- The strategic management of the University's academic portfolio, including the initial approval of proposals for new programmes, degree apprenticeships and major revisions to the existing academic portfolio within Faculties;
- Supporting the effectiveness of the University's planning process by ensuring the UWE portfolio develops to support the University's Strategy and accounts for enabling programmes of work e.g. Learning 2030;
- Using an evidence-based methodology to evaluate and, if appropriate, authorising (with any necessary conditions) proposals for significant changes to faculty portfolios, including, but not limited to: new programmes, programme discontinuation, proposals for degree apprenticeships, title changes;
- Noting, as part of its evaluation, wider and less significant developments within Faculties and wider resource availability;
- Ensuring the consistent use of Award titles;
- Ensuring active consideration of equality, diversity and inclusion in the conduct of its business;
- Evaluating annually its performance to ensure academic governance arrangements enhance institutional performance and add value.

Time sensitive developments with clearly defined markets may be considered as necessary on an ad-hoc basis by the Chair of UCP.

**Accountability**

The UCP is accountable to and reports annually to LTSEC through the Annual Quality Report. The annual report must include:

- Assurances on the strategic management of the University's Academic Portfolio;
- Changes to the terms of reference and priorities of sub-groups intended to support the delivery of the Panel's terms of reference, and to monitor their effectiveness.

The UCP also reports to Faculty ASQCs on the above activities.

**Administration**

The UCP will meet approximately four times a year. The Quorum for meetings is one-third of members eligible to attend.

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

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

**Review**

The Terms of Reference for UCP will be reviewed annually to ensure they are still relevant, decision-making structures are effective and the UCP can effectively discharge its duties. As part of the review, consideration should be undertaken to how the Committee/Panel can improve and better integrate practices which support equality, diversity and inclusivity.