

PROGRAMME APPROVAL AND DEVELOPMENT SUB-COMMITTEE

Terms of Reference

For all taught programmes (including Degree Apprenticeships and Collaborative Provision where an award of Aston credit is made) and credit bearing microcredentials/short course:

- Ensure taught programmes are aligned with the Education Strategy and Digital Aston Strategy
- Take a balanced approach to risk management to assure responsible development and, where possible, to mitigate against risk to reputation or academic standards, whilst supporting innovation and progressive design
- Adopt a holistic approach to curriculum developments to ensure quality and equity of student experience.
- Hold responsibility for overseeing the withdrawal or suspension of taught programmes, ensuring any teach out required is in accordance with the student protection plan and mitigates risk to students and the University.

Operating under the delegated authority of ULTC:

- Consider proposals for new taught programmes (excluding Collaborative Programmes and Degree Apprenticeships) and credit bearing microcredential/short courses, reviewing due diligence, market research and resource implications to ensure proposals align to university strategic aims. To approve the proposals to be taken forward for further development.
- Approve the structure and delivery of proposed new programmes that are approved for development following consideration at the Programme Approval and Development Sub-committee, Partnerships Sub-committee or Degree Apprenticeships Sub-committee. This function may be delegated to a Programme Specific Approval panel (PSAP)
- Approve major modifications to all existing taught programmes.

Membership

Co-Chairs: Two academic members of staff with relevant experience

Quality Officer- Programme Approval and Modification

College Quality Officers (1 per College)

Quality Officer – Academic Standards

Representative from Education Team

Two academic members from each College (nominated by Associate Deans Education) with at least one nomination a current Programme Director

One SU Sabbatical Officer (nominated by Aston Students' Union)

For **new** programme proposals the above plus:

Representative from Library Services

Representative from Student and Academic Services (Academic Services)

Representative from Careers and Placements Team

Representative from Finance

Representative from TEL Team

Representative from Admissions

Representative from Market Research team

Frequency of meetings: Monthly (Full membership to be convened when new programme proposals are to be presented)

Programme Specific Approval Panel (PSAP's)

Terms of Reference:

Under the delegated authority of the Programme Approval and Development Sub-committee, Programme Specific Approval Panels will:

- take recommendations from the Programme Approval and Development Sub-committee, the Partnerships Sub-committee and the Degree Apprenticeships Sub-committee that all relevant due diligence on the proposal has been completed.
- consider the appropriateness of content, structure and outcomes, assessment and learning and teaching methodologies;
- provide external peer review through the use of subject-specialist external members;
- consider the Programme Team's engagement in the design process and the involvement of students, employers and other relevant stakeholders in the development of the proposal;
- reach a judgement as to whether a proposal should be approved, approved with conditions or rejected for further review.

Membership:

The Core PSAP membership comprises:

- Chair;
- Secretary;
- University representative;
- Programme Approval and Development Sub-committee representative;
- College representative;
- Student representative;
- External Advisor;
- Professional Body representative (as appropriate);
- Employer representative (as appropriate);
- Partnership Sub-committee representative (as appropriate)
- Degree Apprenticeships Sub-committee representative (as appropriate)

Additional representatives from the following areas may also be included depending upon the nature of the proposal under consideration:

- Representative from Library Services
- Representative from Student and Academic Services (Academic Services)
- Representative from Careers and Placements Team
- Representative from Finance
- Representative from TEL Team
- Representative from Admissions
- Representative from Market Research team

Frequency of meetings: As required