

Course Committees: Code of Practice
Version I
September 2017

Next Review in September 2019

Key Purpose and Objectives

This document outlines the processes and procedures by which a course team keeps under review, via the Course Team Meetings, the effective operation and currency of its course. The Code allows the College to assure itself that its requirements for the assurance and enhancement of learning opportunities reflect its commitment to good practice, transparency, and innovation, as principles in themselves and as means of maintaining public confidence in the higher education provision.

For further advice on how the code of practice works, you should contact the HE Quality and Standards Department.

Key Responsibilities

Curriculum Manager HE/Head of HE

- Establish and review policy
- Advise on guidelines and procedures
- Facilitate the HE Curriculum and Standards Board

Heads of School

- To assure that consistency and compliance with approval processes are occurring

Curriculum Managers & Teaching Staff

- Follow guidelines and procedures

Policy and Legislative Connections

Additional guidance can be obtained by visiting www.qaa.ac.uk and referring to UK Quality Code: Chapter B8: Programme monitoring and review (2012).

Further references to other sources of information can be found at the end of this document.

Policy reference: QHB3 CC

Review cycle	Every 2 years
New review	January 2018
Next review by	CMHE
Distribution	All HE tutors
Approving body	Academic Board
Policy Reference	QHB3 CC

1. Course Committees

- 1.1 Each higher education course is governed by a course team, which meets regularly and is chaired by the Course Manager.
- 1.2 The dates of course team meetings should be circulated well in advance. There is no formal quorum; instead the course manager should decide whether the business of the meeting can be conducted on the basis of the members present. In general, the Higher Education Manager should attend course committee meetings.
- 1.3 A schedule of meeting business is provided as a table at the end of this document.

Terms of Reference

- To undertake, on behalf of Academic Board, responsibility for course management, development, delivery, monitoring and enhancement in accordance with regulations laid down by Academic Board, procedures in the HE Quality Handbook, and validating agencies.
- To meet on a regular basis (at least four times for those courses lasting a full academic session) to monitor, review and develop on a rolling basis: course operation and delivery, subject and curriculum development; teaching, learning and assessment strategies; assessment policy and regulations.
- To respond to College and validating body policies and initiatives and, where appropriate, interactions with other courses.
- To consider proposals for course changes and enhancements.
- To maintain an up to date course specification (and collaborative specification where applicable).
- To ensure that new or revised QAA Subject Benchmarks are fully considered and adjustments made to the course if necessary.
- To maintain links with PSRBs as appropriate and ensure that any changes to existing links or new links are notified to the HE ASQC.
- To prepare for and contribute to Periodic Review as appropriate.
- To consider trends in student attendance, progression and achievement, and to reflect on these data in relation to college trends and patterns.
- To consider and report on the operations of the course (the Rolling Action Plan), the reports from the external examiner(s).
- To consider any matters referred by ASQC, or the Head of Higher Education.

Membership

1.1 The membership of a course committee will vary according to the nature and scale of the course. The following is a typical membership:

- Course Manager (Chair),
- Higher Education Manager
- Staff teaching on the course
- Student representatives,
- Staff responsible for administering the course,
- Support staff (by invitation).
- Head of Higher Education (by invitation)

Term 1 (Oct-Dec)	Term 2 (Jan-March)	Term 3 (May-Jun)	Course Review & Development Meeting (July-Aug)
<p>Agenda:</p> <ol style="list-style-type: none"> 1. Standing item: consideration of previous minutes/actions 2. Standing item: Consideration of student attendance, progression and achievement data 3. Consideration of student feedback (NSS results) 4. Team response to External Examiner Report 5. Enrolment report 6. Induction feedback 7. Moodle moderation 8. Reflection on any issues arising that need to be passed to HE Manager 9. Areas of good practice 10. Consideration of rolling action plan 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Standing item: consideration of previous minutes/actions 2. Standing item: Consideration of student attendance, progression and achievement data 3. Consideration of student feedback (Learner Forum, module evaluations) 4. NSS planning 5. Consideration of coursework moderation 6. Reflection on any issues arising that need to be passed to HE Manager 7. Areas of good practice 8. Consideration of rolling action plan 9. CPD activity proposals 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Standing item: consideration of previous minutes/actions 2. Standing item: Consideration of student attendance, progression and achievement data 3. Course grading meeting 4. Exam board preparation 5. Module amendment proposals 6. Scholarly activity proposals 7. Reflection on any issues arising that need to be passed to HE Manager 8. Areas of good practice 9. Consideration of rolling action plan 	<p>Agenda:</p> <ol style="list-style-type: none"> 1. Standing item: consideration of previous minutes/actions 2. Completion of RAP for outgoing academic year 3. Standing item: Consideration of student attendance, progression and achievement data 4. Student referral plan 5. Timetabling (including assessment calendar & moderation plan) 6. External facility booking 7. Resourcing issues 8. Interact development 9. Reflection on any issues arising that need to be passed to HE Manager 10. Reflection on course currency

