

Curriculum Approval Panel

Purpose

Responsible to Academic Board for the approval of new, and revisions to existing, programmes and modules.

Terms of Reference

- 1 To approve new curriculum, including new programmes and modules and revisions to approved programmes and modules in accordance with the Academic Regulations and Procedures.
- 2 To consider the impact on the student experience of teaching, learning and assessment, of proposed changes to modules that contribute to programmes.
- 3 To oversee the re-approval of programmes of study following Periodic Curriculum Review.
- 4 To receive reports of approval activity relating to collaborative provision and Professional Statutory or Regulatory Bodies.
- 5 To provide summary reports to Academic Board of all activity undertaken.

Composition

Chair: Member of University Senior Management Team (Executive Dean or Nominee at Associate Dean or above) from outside the home Faculty

4 academic members selected from (outside the home Faculty):

- Associate Dean
- Head of Department
- Associate Head of Department
- Modular Scheme Director (or equivalent), Programme/cluster Leader
- UWE Learning and Teaching Fellow

1 external reviewer - Appointed to each CAP from outside the University

Officer Director of Academic Services nominee

In attendance:
Associate Dean (Learning & Teaching) from home Faculty
Programme Developer Lead(s) (By invitation)

Quorum

One-third of the members eligible to attend

Frequency of meetings: Four per year

Special CAPs

A subset of the CAP can be established to act as an approval panel for programmes with professional, statutory and regulatory body accreditation or to approve the delivery of programmes at Affiliated Institutions.

Membership must consist of, as a minimum; a chair, one academic member and an officer, in accordance with the requirements outlined above.

Members do not have to be drawn from the faculty CAP membership.

Any special CAP approving new curriculum must have input from an external reviewer.