Programme Management Committee

Purpose

Programme Management Committees provide a forum for all those involved in the delivery to manage the programme, and share and enhance practice. They will be chaired by the Programme/Cluster Manager and include key staff who are involved in the delivery of the programme(s) with input from collaborative partners or external stakeholders as appropriate.

Terms of Reference

1. To critically reflect on the Programme, develop and implement enhancements to it (and the constituent modules) that improve the experience of, and outcomes for students.

ii. To consider and advise 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/SRSF feedback) and External Examiner comments.

iii. To support the production of Quality Management and Enhancement returns for the programme as well as the implementation of actions identified within it.

iv. To promote the dissemination of information on Programme enhancement to students and other staff.

Composition

Programme/Cluster Manager (Chair)
All staff critical to the delivery of the Programme/Cluster (e.g. module leaders, technicians, Faculty Librarian etc.).

In Attendance

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

Minimum number of members that must be present to constitute a valid meeting (Quorum): Three, except when combined with an SRSF when one third of total combined membership

Frequency of meetings:
Three per year

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