PORTFOLIO DEVELOPMENT COMMITTEE

APPROVED TERMS OF REFERENCE AND MEMBERSHIP 2025-26

1. Purpose

Reporting to Academic Board, the Committee operates to consider developments of the university's academic portfolio, to approve proposals for new, existing and changes to award titles, course closures and pauses to recruitment.

As part of an integrated approach to portfolio developments, the Committee will also monitor the performance of existing courses to support curriculum innovations based on relevant data sets, market insights and finances.

The Committee will align to new developments based on market intelligence, strategic priorities, and workforce planning needs.

2. Membership

- Provost and Chief Academic Officer (Co-Chair)
- Deputy Vice-Chancellor and Chief Operating Officer (Co-Chair)
- University Academic Strategy Project Manager (Provost's Office)
- Faculty Executive Deans (FSTHS, FABLET, Medicine)
- Dean of Educational Excellence and Student Outcomes (DEESO)
- Director of Admissions, International, Engagement and Recruitment (IESRA)
- Director of Marketing and Communications
- Director of Strategic Planning and University Secretary (Strategic Planning and Registry)
- Deputy Director of Strategic Planning
- Deputy Academic Registrar Quality and Standards (Academic Registry)
- Financial Controller (Finance)
- Student Union representative (Student Union)

2.2 In attendance

Any other members of staff who will be in attendance to present a proposal in line with the Committee's Terms of Reference.

3. Quorum

60% of listed members (excluding those in attendance to present specific proposals) must be present for decisions to be agreed upon.

4. Terms of Reference

In alignment to the university's strategic priorities, strategy, market demand and financial viability:

- Strategic oversight: Aligned to Vision 2030 and Faculty Growth plans, develop a university-wide, strategic perspective on its academic provision, encouraging innovation, identifying opportunities, and making recommendations for portfolio developments.
- Thresholds: Referenced to internal and external expectations, recommend to Academic Board the parameters for determining minimum cohort required for delivery of courses and modules to ensure long-term viability. Report on Faculty/School exemptions to minimum course and module thresholds.
- Course approvals schedule: Receive from Quality and Standards for review, the annual course approval schedule for all new and existing awards, including those outlined in Faculty Growth Plans, to inform operational (re)validation activities, resource allocation and evolution of the 'academic offer' over a 2–3-year period (short term) and 4-5 years (long-term).
- Course approvals: Oversee all stages of the course approval process for the development and enhancements of new and existing courses.
- Apprenticeships: Aligned with ESFA and other relevant requirements, receive and approve proposals for the development of new apprenticeship pathways.
- Data insights: Operate within a data-driven framework that informs intelligence-led insights and supports risk-informed, evidence-based decision-making.
- Risk ratings: Agree on risk ratings for existing courses based on the course approval process and outcomes from Deans Annual Monitoring reports.
- Course closures and pauses to recruitment: Review relevant data sets to inform recommendations to SPSE for course closures and pauses to recruitment based on relevant datasets and thresholds.
- Award titles: Review for approval proposals for changes to existing award titles and pathways.
- Emerging portfolio developments: Make recommendations for developments in subject areas, promoting interdisciplinary collaboration, exploring new delivery models (e.g., online, blended, micro-credentials), and other developing market-led curriculum enhancements.
- Processes: Make recommendations for enhancements to the underpinning processes, insight and data intelligence report informing Faculty Growth Plans.
- Resources: Discuss investment and resource needs for new portfolio developments, considering factors such as market demand, strategic fit and financial feasibility. Ensure WAMS implications of strategic decisions are periodically reviewed and fed into resource planning.
- Annual reporting: Provide report to Academic Board with oversight of annual portfolio developments.
- Values: Promote a sense of community based on respect for equal opportunities and diversity in line with St Mary's Vision and core values of Inclusiveness, Generosity of Spirit, Respect and Excellence.

5. Method of Operation

There will be four meetings across the academic year as follows:

Meeting Date	Meeting time(s)	Paper deadline	Paper circulation
Wed 5 Nov 2025	10:30 – 12:30pm	Wed 22 Oct 2025	Wed 29 Oct 2025
Mon 23 Feb 2026	10:00 – 12:00pm	Mon 9 Jan 2026	Mon 16 Jan 2026
Tue 24 Mar 2026	10:30 – 12:30pm	Tue 10 Mar 2026	Tue 17 Mar 2026

| Wed 13 May 2026 | 10:30 – 12:30pm | Wed 29 Apr 2026 | Wed 6 May 2026 |

Extraordinary meetings may be convened by the Chairs in response to urgent or time-sensitive proposals.

Receipt of authored papers for the meeting will be two weeks prior to each meeting. All papers must be accompanied by a completed cover sheet. A [standardised coversheet template](#) is available.

To allow members adequate time to prepare for the meeting, the agenda and papers will be collated and circulated one week prior to the meeting.

Minutes from meetings will be noted by members of the following Committees:

- Academic Board
- Academic Strategy and Student Experience Committee (ASSEC)
- Faculty Quality, Curriculum and Student Experience Committees (F/QCSE)
- Education and Student Outcomes Committee (ESOC)
- Apprenticeships Quality Board (AQB)

6. Delegated Powers

To approve academic proposals in relation to portfolio development.

7. Governance and Standing Orders

N/A

8. Review of Terms of Reference

- Reviewed by Academic Strategy and Student Experience Committee (ASSEC) 23.07.2025
- Reviewed by members of the Portfolio Development Committee (PDC) 05.11.25
- Approved by Academic Board 26.11.2025
- For annual review thereafter to ensure the committee is responsive to relevant internal and external changes.

9. Key Quality and Standards deadlines

Curriculum Connect: Quality and Standards final deadlines for programmes starting in 2026-27 are as follows:

Course Viability Proposal	To be completed by the end of August 2025.	For review at PDC on 5.11.2025
Re/Validation Proposal	For completion by 22 January	For review at PDC on 5.02.2026
Validation/Revalidation events	For completion by end of March	
Final Panel submissions	For completion by PDC paper deadline 29.04.2026	For review at PDC on 13.05.2026