

ACADEMIC STRATEGY, PORTFOLIO AND STUDENT EXPERIENCE COMMITTEE
TERMS OF REFERENCE
2023-24

1. Purpose

1.1 Reporting to Academic Board, the Committee operates to:

- Develop for approval and in respect of the University's taught and collaborative programme provision, academic strategies, policies, regulations and frameworks relating to learning, teaching, assessment, quality assurance, the student experience and outcomes.
- Adopt an integrated approach to maintain oversight of the University's Portfolio of programmes making recommendations that can be used to guide academic strategic decisions in relation to growth, consolidation and developments.
- Maintain oversight of the student experience, outcomes and enhancements so all students have a fulfilling experience that enriches their lives and future careers.

2. Membership

2.1 Membership for the Committee is as follows:

Provost and Chief Academic Officer (Chair)
Dean of Faculty (Student Experience) (Deputy Chair)
Dean of Faculty, Business and Law
Dean of Faculty, Education, Theology and the Arts
Dean of Learning and Teaching
Director of Research
Head of School (SBS)
Head of School (SLS)
Head of School (SAHLS)
Head of School (SSEAS)
Head of School (SSEAS)
Head of School (SLCA)
Head of School (SE)
Head of School (ST)
Head of Academic Student Experience and Enhancement

Acting Director of Admissions, International,
Engagement and Recruitment
Chief Operations Officer (or nominee)
Director of Strategic Planning
Director of Student Operations

Professor Symeon Dagkas
Dr Leanne Griffiths
Professor Sara Spear
Professor Jacob Phillips
Professor Adam Longcroft
Professor Jamie North
Professor Karen Sanders
Professor Liz Smart
Elaine Mullally
Dr Jade Salim
Dr Jessica Hill
Dr Kim Salmons
Dr Jane Chambers
Dr Jeremy Pilch
Associate Professor Claire McLoughlin
Kristen Pilbrow

Jo Blunden
Liz Bell
Simon Williams

2.2 In attendance

University Academic Strategy Project Manager, Committee Secretariat

Any other members of staff who will be in attendance on request to present paper.

3. Quorum

The Committee will be quorate with 50% of attendees present. Where members are unable to attend, details of a nominee must be sent to the Committee Secretariat ahead of the meeting. This is to ensure that quorum is met.

4. Terms of Reference

Academic Strategy

- In relation to academic activities, develop, implement and maintain a University's Academic Strategy outlining framework to achieve St Mary's Vision.
- Promoting a culture of innovation and creativity, consider, evaluate and recommend for approval all new or updated institutional initiatives, strategies, policies, frameworks and academic regulations in relation to the student learning and teaching experience and, in respect of the University's taught Portfolio of programmes.
- Receive from the Academic Partnerships Committee (APC) oversight for academic partnership and student experience activities.

Academic Portfolio

- Provide a strategic steer to Academic Board on the St Mary's Portfolio of programmes and modules aligned to the University's Vision and Mission statement. This includes future opportunities to add overall value and expand the University's 'Offer' to include Continuing Education and other opportunities to enter new markets to ensure increased inclusivity, access and attainment from under-represented groups.
- Receive and consider for Academic Board approval, Deans Faculty Growth Plans with oversight of Portfolio of taught programmes to include those proposed in consultation with all relevant key stakeholders.
- Receive oversight of Deans programme management projections promoting a long-term approach to planning, with appropriate focus on the evolution of the 'offer' over a 2–3-year period (short term) and 4-5 years (long-term).
- Review the St Mary's Portfolio of programmes and, where appropriate consult with colleagues of other relevant Committees within the University's Governance structure, to recommend proposals for inter and cross-Faculty collaborations.
- Receive academic proposals in relation to consolidation and development of Faculty Portfolios. This includes academic proposals to pause recruitment and or programme closure(s) based on agreed minimum thresholds and achieving economies of scale.
- Recommend to Academic Board for each level of study, the parameters for determining minimum thresholds required for delivery of programmes and modules to ensure long-term viability. Report on Faculty/Institute exemptions to minimum programme and module

thresholds as determined by Academic Board.

- Make recommendations to facilitate an integrated approach to the Planning Round and Faculty Workload Allocation.

Academic Student Experience and Outcomes

- Receive oversight from the Learning, Teaching and Student Outcomes Committee - strategic initiatives and developments of the academic elements relating to learning, teaching, academic professional development and student outcomes. These include those in relation to participation in the University's response to external regulatory requirements.
- Receive strategic oversight of all elements impacting on and driving an outstanding student experience. This includes in relation to enhancing the quality, impact, coordination and delivery of all student experience activities at the University.
- Receive from the Learning, Teaching and Student Outcomes Committee - oversight of progress to meet Key Performance Indicators (KPIs) relating to the student learning and teaching experience.

Quality Assurance

- Keeping to the forefront of educational practice and the OfS approach to regulating quality and standards, as well as those of external regulatory bodies - receive annual Quality Assurance report for each Faculty with oversight on key processes and outcomes from these.
- Act with delegated authority from Academic Board, to approve recommendations for programme re/validations in line with the [programme approvals process](#).
- Receive Deans report with overview of progress against actions from the annual programme review process to ensure quality enhancement and promote a culture of continuous improvement across the University's portfolio of programmes, making recommendations for meeting key performance indicators.

St Mary's Vision and Values

- Operate to promote a sense of community based on respect for equal opportunities and diversity in line with St Mary's Vision and Values of Inclusiveness, Generosity of Spirit, Respect and Excellence.

5. Method of Operation

Committee meetings will be held every six weeks for two hours from 10-12pm, via Zoom. The meeting dates for 2023-24 are as follows:

- Meeting 1: Wednesday, 4 October 2023
- Meeting 2: Wednesday, 8 November 2023
- Meeting 3: Wednesday, 13 December 2023
- Meeting 4: Wednesday, 31 January 2024
- Meeting 5: Wednesday, 13 March 2024
- Meeting 6: Wednesday, 1 May 2024
- Meeting 7: Wednesday, 12 June 2024
- Meeting 8: Monday, 15 July 2024

Receipt of authored papers for the meeting will be two weeks prior to each meeting. All papers must be accompanied by a completed coversheet and submitted to the Committee Secretariat. 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 the meeting will be noted by members of the following Committees:

- University Executive Committee (UEC)
- Senior Leadership Team (SLT)
- Academic Board
- Academic Partnerships Committee (APC)
- Learning, Teaching and Student Outcomes Committee (LTSO)
- Faculty Quality, Curriculum and Student Experience Committees (QCSE)

6. Delegated Power of the Committee

The Committee acts under delegated powers from Academic Board in relation to recommendations for programme re/validations in line with the [programme approvals process](#).

7. Governance and Standing Orders

N/A

8. Review of Terms of Reference

Following review by members of Academic Board in July 2023, the Committee Terms of Reference and Membership was reviewed by members of the Academic Portfolio and Student Experience Committee on Wednesday 4 October 2023.

The date of the next annual review is September 2024.