



Academic Board Terms of Reference

1 Constitution and purpose

- 1.1 The Norland College Board of Directors has established the Academic Board to be the academic authority of the College.
- 1.2 The Academic Board shall promote academic freedom and freedom of speech within the law for members of the College (including the Staff/and Students of the College) and for external speakers invited to make use of College facilities.
- 1.3 For awards validated by an external body, currently the University of Gloucestershire, all matters relating to academic standards are considered with reference to the awarding body's overarching responsibilities, policies and procedures. The powers and responsibilities of the Academic Board are subject to those of the awarding body in all relevant matters.
- 1.4 The Academic Board is responsible for setting, maintaining and assuring the academic standards of the College and any awards that it makes. The Academic Board shall take such measures and act in such a manner as shall best promote the academic and professional work of the College and safeguard the integrity and standards of its awards

2 Remit

- 2.1 The Academic Board is responsible for:
 - monitoring the academic operational plan
 - approving the academic regulations of the College,
 - approving processes for the setting and maintaining the threshold academic standards of the higher education awards delivered by the College,
 - approving the titles of awards, and for programme approval and modification,
 - approving policies for admission of students,
 - approving procedures for the suspension or withdrawal of students on academic grounds,
 - approving procedures for the closure of programmes,

- approving assessment policies and procedures,
- approving second marking and verification policies and procedures,
- the appointment and oversight of external examiners,
- receiving and considering responses to external examiners' reports,
- confirming the outcomes of module and award boards,
- confirming the outcomes of the Norland Diploma,
- assuring the quality of the students' academic experience and learning opportunities,
- approving the process for the annual review of programmes,
- approving the process for the periodic review of programmes,
- approval of documentation for external review,
- considering and responding to external review reports,
- considering information to be provided for external organisations
- approving policies and procedures for the assurance of the quality of the information about its provision,
- approving policies and procedures for enhancing students' learning opportunities, experiences and employability,
- considering the results of NSS,
- approving policies and procedure for student engagement,
- approving policies which assure the scholarship and pedagogic effectiveness of staff,
- approving the staff training and development policy,
- fostering an ethos of inclusive practice and widening participation
- reporting concerns to the corporate board on financial pressures impacting on quality and standards,
- providing advice and guidance to the Board of Directors on the academic development plan and any agreements with validating bodies.
- providing an annual report on its activity to the Board of Directors

- monitoring compliance to the Terms of Reference and remit of all its sub-committees

2.2 The Academic Board will consider any other matters as determined by the Chair.

3 Membership

3.1 The membership is to be determined by the Board of Directors and shall include:

- Principal (Chair)
- Vice Principal, Head of Quality and Standards and Registrar
- (Acting) Head of Learning, Teaching and Research

- Student Support Manager
- Library Manager
- Placement Manager

- NQN Manager
- Student Engagement Manager

- Programmes Manager
- Student Records and Data Manager
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- Research Fellow

- Head or Deputy Head Student from each Set (Not at the parts of meetings reserved for consideration of assessment results or other matters relating to specific staff or students)

3.2 In attendance

- Data Officer and Senior Administrator (Minutes)
- Members of the Board (by invitation)
- Lecturers/staff by invitation

4 Quorum

4.1 Quorum is eight members including either the Principal or Vice Principal.

5 Chairmanship

5.1 The Committee shall be chaired by the Principal or the Vice Principal.

5.2 In exceptional circumstances the Principal may delegate the Chair to another member of the Academic Board.

6 Frequency of Meetings

6.1 The Academic Board will meet at least once per term.

6.2 Additional meetings may be held with the agreement of the Principal.

7 Confidentiality

7.1 The record of matters which the Chair and the Academic Board are satisfied should be dealt with on a confidential basis will be recorded separately from the main minutes.

8 Reporting procedures

8.1 Apart from confidential sections, the minutes of the Academic Board will be published on the College intranet.