Agenda

Meeting: School Programmes Committee

Date and time: <enter details here>

Location (in person, online or hybrid): <enter details here>

Teams link (if applicable): <enter details here>

Papers: <insert link to central location of all relevant papers>

Circulation (members): <enter details here>

In attendance: <enter details here>

# Agenda items:

# Welcome and Apologies *(each meeting)*

**To note**: apologies for absence.

# Minutes (each meeting)

**To approve:** the minutes of the previous meeting **which took place on** [date].

# Matters Arising *(each meeting)*

**To consider**: any matters arising not covered elsewhere on the agenda.

# Chair’s Action (each meeting)

**To note**: Chair’s action taken since the last meeting.

# Terms of Reference and Membership (first meeting of the academic year)

**To receive:** the Terms of Reference

**To note:** that the Terms of Reference is agreed by Senate; requests for changes to be submitted to Education and Student Experience Committee.

# Programme Approval and Review

## 6.1. List of Planned Programme Approvals/Reviews for the Year *(first meeting of the academic year)*

**To receive:** a list of planned Programme Approvals and Reviews for the coming year prior to submission to Academic Quality and Standards Subcommittee (AQSS) at the first meeting of the academic year.

## 6.2. Reports and Action Plans from Programme Approvals/Reviews *(as available)*

**To receive**: the reports and action plans from Programme Approval and Review Panels

## 6.3. Programme Closure *(as available)*

**To receive:** requests to close programmes, in line with the Programme Closure Policy.

**To consider**: requests to close programmes ensuring that the specific notification and consultation requirements for stakeholders (applicants, offer holders, current students) are agreed and monitored.

**To approve/endorse**: (on behalf of AQSS) requests to close programmes.

# Action Plan Review

**To consider and review**: programme roll-out action plans and programme enhancement action plans.

## 7.1 Changes likely to impact Curriculum Planning *(Oct/Nov)*

**To receive and consider**: changes to modules and programmes which are likely to impact the Curriculum Planning process.

## 7.2 Changes and discussion that will inform Annual Programme Reports *(Apr/May)*

**To receive and consider**: changes to modules and programmes which will inform the content of the Annual Programme Report.

# Changes to Module and Programmes *(Oct/Nov)*

**To receive**: requests for changes to Modules and Programmes for the next academic year which have not already been approved by a Programme Approval Panel and incorporated into the Programme roll-out or Programme enhancement action plan.

**To consider:** requests for changes meet the compliance requirements of regulatory bodies and are implemented in line with University expectations ensuring that the specific notification and consultation requirements for stakeholders (applicants, offer holders current students) are agreed and monitored. Requirements are defined in the [Modifications to Programmes and Modules Table](https://www.southampton.ac.uk/~assets/doc/quality-handbook/Modifications%20to%20modules%20and%20programmes%20table.pdf) and other guidance located in the [Quality Handbook](https://www.southampton.ac.uk/quality/programmes_and_modules/changes_to_programmes.page).

**To approve/endorse**: (on behalf of AQSS) requests for changes to Modules and Programmes.

# Programme Regulations *(March/April)*

**To receive and endorse**: requests for variations and exemptions to standard University Regulations prior to submission to AQSS.

# Professional, Statutory and Regulatory Bodies

## 10.1. Approval/Review Reports *(as available)*

**To receive and consider**: the reports from external review and/or accreditation of taught and doctoral programmes by Professional, Statutory and Regulatory Bodies.

## 10.2. List of Approved Professional, Statutory and Regulatory Bodies *(May/June)*

**To receive and approve:** the list of Professional, Statutory and Regulatory Bodies prior to submission to AQSS.

## 10.3. Updates from Professional, Statutory and Regulatory Bodies *(as available)*

**To receive and consider**: updates from Professional, Statutory and Regulatory Bodies and consider implications for current and future programmes.

# Feedback from Students *(as available)*

**To consider**: feedback from students and agree actions arising from:

* Student-Staff Liaison Committee minutes
* Module evaluations (where used)
* Surveys (e.g., NSS, PTES)

# External Examiners

## 12.1. External Examiner Appointments *(as required)*

**To note**: new external examiner nominations.

## 12.2. External Examiner Arrangements *(each meeting)*

**To consider**: external examiner annual workload allocation and consider revisions or extensions.

## 12.3. External Examiner Reports (as available but normally Sept/Oct: mainly UG – Jan/Feb: mainly PGT)

**To note**: the reports from, and responses to, external examiners for taught programmes.

## 12.4. School Summary Form (Oct: mainly UG – Feb: mainly PGT)

**To note**: the School Summary Form for submission to the External Examiners Scrutiny Group.

## 12.5 Monitor Actions arising from External Examiner Reports and the School Summary Form *(each meeting)*

# Annual Monitoring

## 13.1. Annual Programme Reports for Taught Provision *(Oct/Nov)*

**To receive and consider**: Annual Programme Reports for taught provision.

## 13.2. Annual School Report *(Apr)*

**To receive and consider:** the Annual School Report prior to submission to AQSS.

## 13.3. Education Partnership Annual Reports for Taught Provision *(Oct/Nov)*

**To receive and consider**: education partnership annual reports for taught provision prior to submission to Education Partnerships Subcommittee for institutional scrutiny.

# Education Partnerships

## 14.1. Collaboration Approval Panel Reports *(as available)*

**To receive and consider:** reports from Collaboration Approval Panels in the context of operationalising new partnerships and/or making changes to existing partnerships.

## 14.2. Progression/Enhanced Progression Agreements *(as available)*

**To receive and approve:** proposals for progression and enhanced progression agreements.

# Reports from Programme and School Committees *(as available)*

**To receive:** the minutes of Student-Staff Liaison Committees

**To receive and consider**: reports from Education meetings (at departmental or programme level).

# Other items on the agenda may include issues such as: *(as required)*

* Report from the Academic Integrity Officer
* Issues relating to the student experience
* Local implementation of University and Faculty Education strategies
* Discussion of curriculum development/design opportunities and assessment practices
* Timetabling
* Support and development of staff involved in teaching
* Fitness to Practise cases
* Placement Learning and Providers
* Student Exchange/Study Abroad
* Feedback from Academic Quality and Standards Subcommittee
* Report from the Examinations Officer regarding the internal arrangements for the proof reading of examination papers (as required by the [Proof-reading of Examination Papers Procedure](https://www.southampton.ac.uk/~assets/doc/quality-handbook/Proof-reading%20of%20Examination%20Papers.pdf).

# Any Other Business *(each meeting)*

# Date and Time of Next Meeting *(each meeting)*