

**School of Environment, Education and Development
Terms of Reference**

Programme Advisory Group (T&L)

Purpose

This terms of reference sets out the rules of operation for the School Programme Advisory Group (PAG) in SEED.

Chair

Director of Teaching and Learning

Members

Head of Teaching, Learning and Doctoral Services

T&L Director from each department represented in any applications

Programme Director for the relevant programmes represented in any applications

T&L Director from a department not represented in applications (where there is only one department represented)

Faculty Teaching and Learning Officer (by invitation)

Recruitment and Admissions Manager (by invitation)

Secretary

Senior Programmes Officer

Student representatives (except 'Reserved Business')

Not applicable – students sit on department level T&L Committees and Programme Committees.

Remit

The Programme Advisory Group (PAG) is a sub-committee of the School Teaching and Learning Committee. The primary remit of the group is to consider all programme developments (new programmes, programme amendments, programme withdrawals, fieldwork changes, external examiner nominations etc.) in SEED and approve, reject or recommend refinement, prior to submission to the Faculty Programme Approval Sub-Committee (HPASC).

The group will consider all new department programme proposals/amendments, and new course units proposals and make recommendations to the Faculty accordingly. During this approval process the group will determine whether they are academically appropriate, financially sustainable and whether the delivery is duplicated elsewhere in the School.

Accountability

The parent Committee is the School Teaching and Learning Committee

Frequency of meetings

At least 6-7 times in the academic year, mirroring the frequency of the Humanities Programme Approval Sub-Committee.

Consultation and sharing of information

The Chair is responsible for cascading down any information from the parent Committee and associated Faculty Committee; and reporting back on issues that require guidance or approval.

Members of the committee are responsible for consulting with colleagues in advance of meetings and ensuring outcomes are cascaded down to the departments following decisions to allow further comment if necessary.

The Chair and Secretary will ensure that minutes are completed and posted on the intranet within one week of the meeting. Key issues will be highlighted in the School Bulletin as appropriate and issues that require School-wide consultation will be distributed by the relevant Listserv.

Circulation of agenda and requests for agenda items

The Secretary will set deadlines for the submission of documents at the beginning of the academic year. Papers will be sent out one week before the meeting.

Working groups and sub-committees

Not applicable.

Quorum

There will be no quorum rule. Whether a meeting with a small attendance proceeds or is cancelled is at the discretion of the Chair and will largely depend on the nature of the meeting's agenda.

Alternates

There is no formal system of named alternates. A member may be substituted by a named individual for a particular meeting with the agreement of the Chair.