College Course and Module Amendments Sub-Group

Terms of Reference

Membership
- Chair – College Director LTQE/Head of School/Institute
- At least one member of staff, from each School/Institute, drawn from the College LTQE membership
- School/Institute representative from Senior Management Team (a SMT representative may, in exceptional circumstances, deputise for the College Director LTQE to approve changes to courses outside of their School)
- School/Institute Quality Administrator from each School/Institute
- School/Institute Quality Coordinator
- Member of AQU/Head of Academic Quality where no College Director

Secretariat will be drawn from School/Institute Quality Administrators.

The Sub-Group can co-opt other members for specific meetings or items of business (for example: Head of Apprenticeship & Work based Learning).

Terms of Reference
1.   Consider and approve proposals for course change and new or substantially revised modules, in accordance with University procedures and guidance.
2.   To ensure there are effective processes in place for managing minor amendments to courses/modules.
3.   Ensure effective management of minor changes to courses/modules.
4.   Monitor cumulative change.

Reporting requirements
The Sub-Group is responsible to College Learning, Teaching and Quality Enhancement Sub-Committee for oversight of changes made to modules and courses.

Quorum:
There must be at least one member of staff, from each School/Institute, drawn from the College LTQE membership. Where the School/Institute has vacancies in the roles related to the LTQE, a member of the School/Institute SMT will be required to deputise in place.

Frequency of meetings:
Meetings to be held at least four times per year.

January 2025

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Working Brief
The Sub-Group is responsible to College Learning, Teaching and Quality Enhancement Committee for the approval and management of changes made to courses.

Specifically, it is the responsibility of Sub-Group to consider and/or approve new modules and amendments to existing modules and courses in accordance with the University's agreed categories of minor and major change - Course Planning and Approval/Re-approval Process (para 76 – 90).

1.   **To consider and approve Category 1 changes.** The Amendments to Approved Modules (AAM) form should come to the Sub-Group already signed off by Course Leader and Head of Department (or nominee) and the Sub-Group considers, approves & records Category 1 changes: CTMC Form 1 – Amendments to Approved Modules (AAM).

2.   **To consider and approve Category 2 changes.** The Amendments to Approved Courses (AAC) form should come to the Sub-Group already signed off by Course Leader and Head of Department (or nominee) and the Sub-Group considers, approves & records Category 2 changes: CTMC Form 2 – Amendments to Approved Courses (AAC).

3.   **To consider and approve Category 3a changes.** The Amendments to Approved Courses (AAC) form should come to the Sub-Group already signed off by the Course Leader, the Head of Department and the Head of School/Institute and the Sub-Group considers, approves & records Category 3a changes: CTMC Form 2 – Amendments to Approved Courses (AAC) form plus discussion with AQU to confirm impact of change.

4.   **To consider and approve Temporary Amendments to Assessment to Approved Modules (exceptional circumstances).** The Temporary Amendments to Approved Courses (AAC) form should come to the Sub-Group already signed off by Course Leader and Head of Department (or nominee) and the Sub-Group considers, approves & records the changes: CTMC Form 3 Temporary Amendments to Approved Modules (AAM).

5.   **Annual consideration cumulative change.** An annual paper is prepared by the School/Institute Quality Administrator for the Sub-Group at the start of each academic year, identifying from the School's/Institute's records the volume and level of change over the last three years for each course. The Sub-Group should make recommendations for re-approval in relation to any courses identified as having a volume or significant amount of change which has led to substantive revision of the course as originally approved. An annual overview of cumulative change will be produced and submitted with the School/Institute Annual Evaluation Report.

January 2025