

Higher Education Academic Regulations

Section 2 – Higher Education Governance and Management

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2. Higher Education Governance and Management

2.1 Overview

- I. The Higher Education Academic Board (HEAB) will manage the strategic development of higher education at the College. The board has two sub committees; Academic Quality and Standards Committee (AQSC), and the Research and Development Committee (RDC), these committees will have sub-groups or panels reporting directly to them, undertaking specific and appropriate activity (Figure 1). Assessment boards will report also report into HEAB. The remit of the various committees/ groups/panels is detailed in relevant terms of reference (See **Section 2.3**).

2.1.1 Higher Education Academic Board (HEAB)

- I. The board will be chaired by the College Principal and CEO and will meet at least three times per academic year to govern and co-ordinate all academic activity associated with higher education at the College. This board will report into various meetings as part of wider college governance and to provide assurance to College Corporation.
- II. HEAB will have the ability to both approve and endorse approaches to the management of Higher Education.
- III. All policies and procedures will be reviewed by HEAB prior to approval and ratification at the College Policies and Procedures Group.
- IV. Amendments to UCAB Academic Regulations will be approved by HEAB.
- V. The governance of the Award and Progression Boards and Module Assessment Boards will sit with HEAB.
- VI. Remit of HEAB is detailed within **Annex 2.01**.

2.1.2 Academic Quality and Standards Committee (AQSC)

- I. The committee will be chaired by the HE Academic Registrar and will meet at least three times per year prior to HEAB. This committee has oversight for all curriculum and quality matters, including new course proposals, validations and modification approvals and the access and participation plan.
- II. A range of working groups, steering groups and panels will report into this committee (**Figure 1**).
- III. The review of quality associated with assessment boards will also sit with AQSC.
- IV. The remit of the AQSC is detailed within **Annex 2.03**.

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2.1.3 Research and Development Committee (RDC)

- I. The committee will be chaired by the Curriculum Areas Managers (HE and Vet Nursing) and will meet at least three times per a year prior to HEAB. This committee will consider aspects of scholarship and research activity, and developments in HE.
- II. A range of working groups, steering groups and panels will report into this committee (**Figure 1**).
- III. The remit of RDC is detailed within **Annex 2.02**.

2.2 Higher Education Meeting Structure

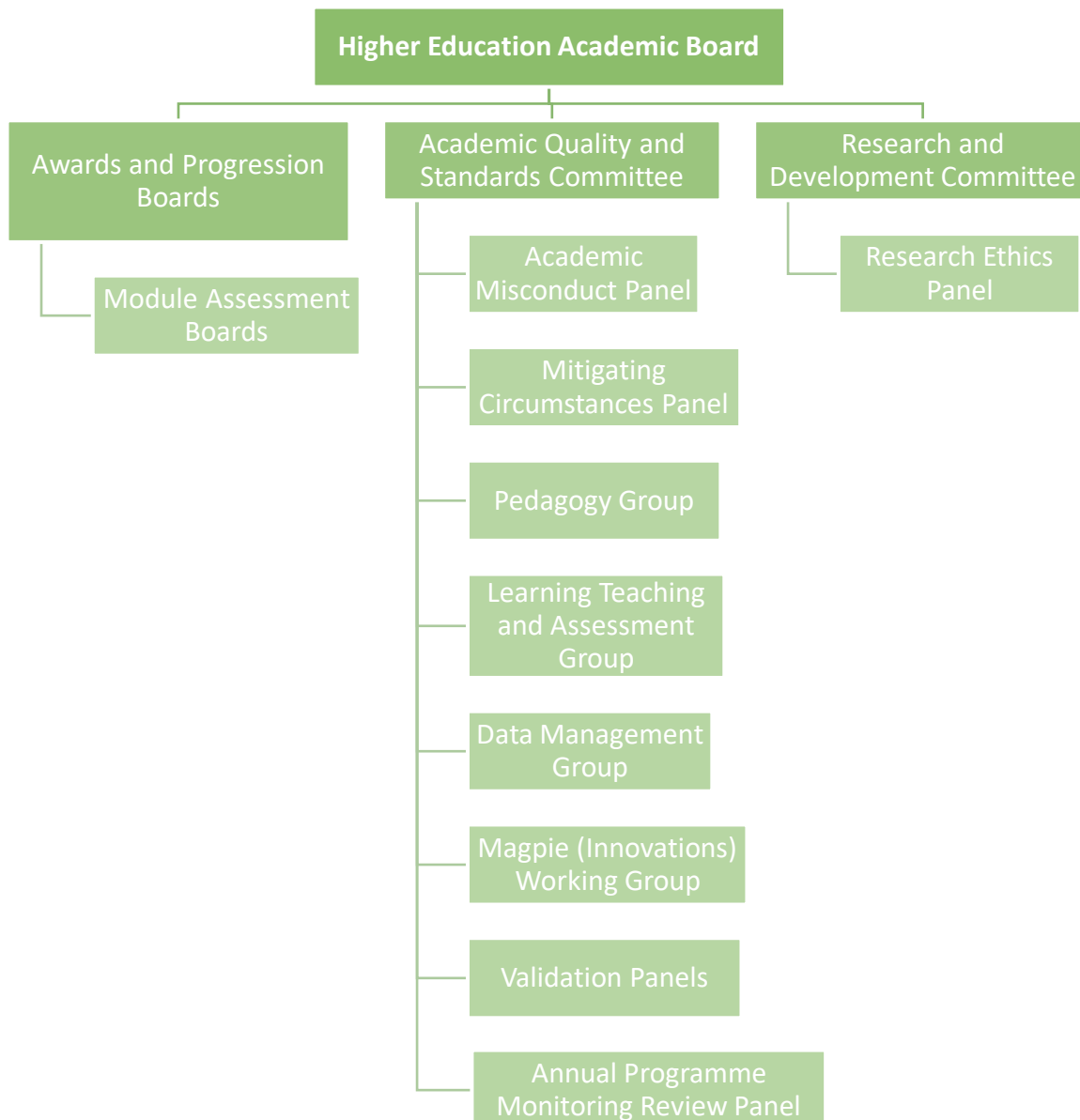


Figure 1. University Centre Askham Bryan Meeting Structure

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2.3 Higher Education Management Group (HEMG)

- I. HEMG is a non-reporting group, which meets on a fortnightly basis (or adhoc where required) to discuss and make decisions on the operational management of UCAB.
- II. Standing items for each meeting include staffing updates and student recruitment and retention.
- III. Items raised at this meeting may be formalised for review or approval RDC, AQSC and/or HEAB where applicable.
- IV. This group is coordinated by the HE Academic Registrar.
- V. Membership of this group includes the relevant Curriculum Area Managers and Curriculum Team Leaders for HE, the HE Academic Registrar, the Head of HE Academic Services and Quality Assurance.
- VI. The HE Teaching, Learning and Scholarship Lead will also be invited where required.
- VII. Items discussed within this group may also form part of discussions during team meetings with the Vice-Principal of Higher Education.

2.4 Supporting Documentation

- I. Annex 2.04 Remit AQSC Sub-Groups
- II. Annex 2.05 Remit Annual Programme Review Panel
- III. Annex 2.06 Remit A/RPL Panel
- IV. Annex 2.07 Remit Academic Misconduct Panel
- V. Annex 2.08 Remit UCAB Assessment Boards
- VI. Annex 2.09 Remit Periodic Critical Review Panel
- VII. Annex 2.10 Remit Pre-Validation Panel
- VIII. Annex 2.11 Remit Research Ethics Panel

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