

BUSY PERSON'S GUIDE TO SSIS AND UNIVERSITY QA SYSTEMS

Course approval and review processes – eg. new programmes, major changes to programmes, annual monitoring

Progress for approval through:

Department

School Academic Committee (reports to School Board, but AC has delegated powers regarding course approval)

CART – reports back to School Board (for information only)

School Academic Committee (AC) co-ordinates changes within the school, and is the 'gatekeeper' of what requests and proposals go to the CART.

The Chair of the Academic Committee is the Associate Dean (Donna Pankhurst) and members include representatives from each SSIS department.

The membership of Academic Committee is drawn from people who are familiar with the details of the delivery and administration of courses, eg. Directors of Undergraduate/Postgraduate Study. **They are the people who can best identify the pitfalls in any proposed changes**, and hopefully come up with the most effective solutions to the challenges the School faces.

The AC will:

- Check that proposals for changes coming from departments are likely to get approval from the CART. (Some of this can be done through Chair's action).
- Help to develop school policies on academic programmes and delivery; being much closer to the heart of intellectual and academic issues than a university committee could ever be.

The Course Approval and Review Team (CART) is the key body which formally approves changes to our courses

The CART is chaired by an academic from another school to ensure a degree of externality, as required by the Quality Assurance Agency (QAA). In the case of SSIS this is Dr Chris Alder (a colleague in TQEG).

There are two SSIS representatives on the CART (currently P.B.Anand (alternate David Potts) and Liz Shorrocks (Alternate Tony Heywood). Similarly, other people from SSIS will be participating in other Schools' CARTs.

There are also two members from other Schools, a representative from Learning Support and a representative from Bradford College. Experts, external to the University, are invited to attend the CART when new programmes and major changes to programmes are being considered.

Individuals/course teams are invited to present their proposals at the meeting,

CART reports recommendations to the Sub-Committee on Quality Assurance (QA) which, in turn, reports to the Academic Policy Committee (APC). The CART will communicate recommendations it has made to QA and APC to the School Board, but the latter cannot overturn these recommendations from the CART. The CART may also make recommendations directly to the School Board for its consideration.

Academic items of a less substantial nature which require CART approval are processed by Chairs' Action. (i.e. they are signed off by the Chairs' of SSIS AC, CART and APC).

THE SCHOOL BOARD (SB), established by resolution of Senate is required to advise the Dean on all matters relating to the general conduct and organisation of the School, its academic work, and the effective use of resources allocated to it. As can be imagined, this remit covers a multitude of issues, responsibilities, recommendations and decisions.

The formal membership of the SB:

Ex-Officio Members (8)

The Dean and Chair, appointed by Senate on the recommendation of the Vice-Chancellor (John Cusworth)

The Chair of the School Assembly (Anthony Murphy)

School Representatives elected to Senate

Nicky Hayes, Paul Rogers, Christine Vaicekauskas

John Cusworth has a seat as Dean. Donna Pankhurst has a seat as the nominated SSIS representative.

Student Representatives (to be elected from Staff-Student Liaison Committees)

2 undergraduate, 1 postgraduate

Appointed Members (10)

Associate Deans (Malcolm Chalmers, Donna Pankhurst, Vacancy)

Four HoDs - Pat Wilkinson (SSH), Shaun Gregory (PS), Anne White (LES), Patrick Ryan (BCID)

Chair of Equal Opportunities Committee (Martyn Housden)

Administrator (Sue Horsley)

Academic Administrator (Christine Vaicekauskas)

Elected Staff Members (6)

2 academic staff on permanent contract (Davina Miller, Farhad Analoui)

1 academic on pt or time-limited contract (Yunis Alam)

1 administrative/academic related (Ele Cosgrove)

2 secretarial/technical (Cathy Chapman, Val Bentley)

Representative from Learning & Support Services (Susan Pitts)

The Dean, Associate Deans and the School Administrator make up the

Deans Advisory Group (DAG)

DAG plus the four HoDs make up the **Management Advisory Group (MAG)**

Others **in attendance** at the MAG:

School Academic Administrator (Christine Vaicekauskas)

PLUS Team Members from Central Administration:

Finance (Tanveer Shahid)

Personnel (Dean Horsman)

Planning (Susan Taylor)

ASSU (Lesley Beebe)

Annual Course Monitoring (ACM) is not done by the CART but by a different group in a slightly different way. SSIS ACM is carried out by the same team that looks at the School of Management and the Graduate School, and is chaired by an academic from another School.

Course Continuation Review (CCR) is carried out by the CART, to which the appropriate External Experts are invited. Most programmes in SSIS are due for CCR during the 2003-4 and 2004-5 Academic Sessions.

CARP (Course Approval and Review Panel) is simply the great long **list of people** in the university who in, any one year, have agreed to contribute to this work (for which there is now a clearer, more formal recognition in terms of contributing to applications for promotion). Members of the CARP are invited to a meeting at the end of each Academic Session to feed any comments they might wish to make into the University's course approval process.

Donna Pankhurst, October 2000

Christine Vaicekauskas, Revised November 2004