

NORTHBROOK COLLEGE SUSSEX/UNIVERSITY OF BRIGHTON

HIGHER EDUCATION REVIEW BOARD (NORTHBROOK)

JOINT COMMITTEE OF: Northbrook College Academic Board
University of Brighton Academic Board

REPORTING RESPONSIBILITY TO: Northbrook Quality Assurance and
Improvement and Self Assessment
Committee (QAISAR)

University of Brighton Academic
Standards Committee and Academic
Development Committee

Terms of reference

1. To be responsible jointly to the Northbrook Academic Board for the quality assurance and enhancement of all the Higher Education activity within the College, and to the University of Brighton Academic Board for the provision validated by the University.
2. To establish Examination/Assessment Boards and Course Boards within the College and approve their membership subject, where appropriate, to approval by both Academic Boards.
3. To make regular reports to the Northbrook Academic Board and the University of Brighton Academic Standards Committee and Academic Development Committee.
4. To work with delegated authority on behalf of Northbrook College Academic Board and the University of Brighton Academic Standards Committee in respect of:

Academic Standards

- i Approval of courses, and changes to existing courses, within the requirements of the validating partner
- ii Ensuring that the appropriate requirements of relevant professional and statutory bodies are met
- iii Monitoring the processes and procedures related to the quality assurance and enhancement of the provision and to oversee and evaluate the annual monitoring process
- iv Preparing an annual institutional self evaluation of its Higher Education programmes
- v Reviewing the College's HE Quality Assurance Development Plan in light of the outcomes of the annual review process
- vi Ensuring that opportunities exist for continuing professional development and where appropriate for research and scholarly activity

- vii Considering matters referred to the College as a result of outcomes of the University of Brighton quality assurance and enhancement processes
- viii Responding to the outcomes of external review by Quality Assurance Agency and other agencies
- ix Receiving and considering nominations for External Examiner appointments and making recommendations to the University External Examiner Nominations Sub-Committee
- x Receiving and responding to matters raised by other committees of the College or the University, as appropriate
- xi Establishing working groups to undertake specific tasks required by the Board

Course Development

- i Receiving and considering proposals for new course developments and agreeing titles for recommendation to the validating partner for courses developed within the College, and acting in an advisory capacity to the appropriate School and Faculty Boards where the courses will be led by the University and delivered in a consortium arrangement
- ii Approval of membership of course development teams for courses developed solely for delivery within the College, and acting in an advisory capacity to the appropriate School and Faculty Boards where the courses are led by the University and delivered by the College in a consortium arrangement
- iii Considering proposed changes and modifications to existing courses where these are delivered solely by the College, and acting in an advisory capacity to the appropriate School and Faculty Boards where the courses are led by the University and delivered by the College in a consortium arrangement
- iv Overseeing the process of validation and review of courses and monitoring course development at Faculty level for courses delivered solely by the College, and acting in an advisory capacity to School and Faculty Boards where the courses are led by the University and delivered by the College in a consortium arrangement
- v Scrutinising proposals for course development and review, and making recommendations to the Northbrook Academic Board and University Academic Development Committee on the progression of proposals for courses delivered solely by the College, and acting in an advisory capacity to School and Faculty Boards where the courses are led by the University and delivered by the College in a consortium arrangement

Constitution and membership

Constitution	College/ University member	Member 2007-08
<i>Ex officio members</i>		
Director of Higher Education and Resources for Learning (Chair)	College	Mr S Ives
Director of Curriculum and Corporate Communications	College	Mr K Swain
Director of Curriculum and Client Services	College	Mr P Norman
<i>Other members</i>		
Two Heads of Department nominated by the Northbrook Academic Board	College	(1) Mr N Gardner (Music, Performance and Theatre) (2) Ms C Lawson-Greeves (Art, Design and Media)
Two members of teaching staff nominated by the Northbrook Academic Board	College	(1) Ms J Cattaneo (Cultural & Supporting Studies Co-ordinator) (2) Ms T Whitfield (CL, p/t BA (Hons) Fine Art)
Up to four members appointed by the Chair of the Academic Standards Committee of the University of Brighton (including a member of CLT and Registry)	University	(1) Mr P Griffiths (2) Mr R Haynes (3) Ms T Izzard (4) Mrs P Ridley
Up to three co-opted members appointed by the Chair on an annual basis	College/ University	(1) Mr N Cullum, (Head of Curriculum and Professional Development) (2) Ms L Anstee (Head of Department of Business Computing and Professional Studies) (3) Ms L Golding (Quality Assurance Systems and Projects Officer)
Two student members	College	Vacancy Vacancy
Secretariat		
Academic Standards & Partnership, Registry, University of Brighton		Ms L Freston, Administrative Officer (Partnership), ext. 2508

Quorum

The quorum for meetings of the Higher Education Review Board is 40% of the members, excluding vacancies.

At 1 September 2007	Total members	16
	Vacancies	2
	Members occupying more than one position	0
	Total	<u>14</u>
	Quorum	7

Frequency of meetings

Four per year.

Last updated: June 2007

Membership last updated: August 2007