



# Academic Board Terms of Reference

Owner	HE Office
Version Number	1.5
Effective Date	Feb 2024
Date to Be Reviewed	July 2027

## **Terms of Reference for Academic Board**

Higher education (HE) at Middlesbrough College is an integrated element of the overall College provision. The Articles and memorandum of Association of the College state that it is the responsibility of the Board of Governors and Chief Executive Officer to maintain oversight of all aspects of College activity, including higher education. The management and control of HE quality is delegated to Academic Board which is the overarching committee responsible for establishing, monitoring and maintaining academic standards within higher education at the College.

### **Membership**

- Vice Principal: Quality & Performance (Chair)
- Deputy Principal/CEO
- Governor with responsibility for HE
- Director of Higher Education
- HE Quality Recruitment & Student Support Manager
- HE Quality Data & Policy Manager
- HE Student Support & Participation Coordinator
- HE Administration & Data Controller
- Assistant Principal (Visual and Performing Arts)
- Assistant Principal (Health and Social Care)
- Assistant Principal (Construction, Engineering and TTE)
- HE Academic Staff Representative (Lecturer from Visual and Performing Arts Faculty)
- HE Academic Staff Representative (Lecturer from Health and Social Care Faculty)
- HE Academic Staff Representative (Lecturer from Construction, Engineering and TTE Faculty)
- HE Student Representative
- Director Of Student Services
- Vice Principals Student Services
- Executive Director Marketing & Communication
- Chief Technology Officer (CTO)
- Group Director Digital & Campus Services
- Director Of Digital Innovation
- Head Of Registry
- Non-members of the Academic Board may be required to attend for specific items.

### **Observer:**

Open University Senior Quality Partnerships Manager

### **Responsibilities**

Within the requirements of validating partners, the Academic Board has overall responsibility for:

- Monitoring compliance with regulatory body quality standards and expectations.

- Monitoring compliance with partner quality standards and expectations and any professional, statutory or regulatory body requirements.
- Ensuring that academic standards on all awards at the College are maintained.
- Retaining oversight of course content and ensuring that all new awards or modifications to existing awards are in-line with current strategies.
- Monitoring external review including External Examiner reports and appointments.
- Monitor and approval of HE policies and operating procedures.
- Monitor student recruitment patterns and the effectiveness of admissions criteria.
- Monitor arrangements for the protection of academic freedom.
- Ensuring the effective integration of higher education across all necessary academic and business support areas.
- This Board also receives minutes and reports from each of its sub-committees.
- Advising the Principal and Board of Governors on higher education development and the resources required to support this development.
- Monitoring risks and any actions to mitigate them associated with higher education provision.

### **Meetings**

- Academic Board will meet monthly and at least six times in the academic year.
- The meeting will be chaired by the Vice Principal Quality & Performance.
- The agenda for the meeting shall be approved by the Chair.
- The agenda and supporting papers will be circulated via a members-only Microsoft Office SharePoint/Teams Group.
- Members should make every effort to attend every meeting and ensure that a representative is sent to any meeting they are unable to attend.

Revision History		
Version	Date	Detail
1.0	September 2017	
1.1	August 2018	Document edited for clarity and to homogenise presentation and implement URLs to College website <a href="#">HE Essential Information</a> page.
1.2	January 2020	Membership Updated
1.3	January 2022	Checked for accuracy.
1.4	October 2023	Academic staff membership added and style updated
1.5	February 2024	Assistant principal/staff members clarified