Programme Development and Approval Sub-Committee (PDASC)
Terms of Reference and Membership 2024/25

The Programme Development and Approval Sub-Committee is responsible for the University's curriculum portfolio, advising Education Committee and Academic Board on:

- *The strategic development of new programmes, including programmes with new collaborative activities.*

- *The level of college compliance with external regulatory bodies such as the Office for Students and the Consumer Protection legislation.*

- *The extent to which the University's curriculum complies with sector recognised standards.*

Terms of Reference

1. Oversight of conditions of the Office for Students (OfS) Regulatory Framework:
   - B1 Academic Experience
   - B5 Sector Recognised standards
   - C1 Compliance with Consumer Protection rules
   - C3 Student Protection Plan

2. Strategic overview of development of new programmes

3. Overview of modifications to programmes that have an impact on CMA compliance (major modifications)

4. Approve modifications that relate to introducing new awards, nested awards or pathways – treating them like new programmes

5. Consider outline proposals for new programmes to ensure proposals are:
   i. Consistent with University and Faculty strategic plans
   ii. Have sound academic basis
   iii. Have researched and considered the relevant market
   iv. Have been fully costed and ensure the relevant resources are available to support the student experience

6. Oversight and monitoring of Periodic Programme Review reports, re-approving programmes for a further 6 years where appropriate.

7. Oversight of faculty approvals of modules.

8. Approve complex taught programmes which have been identified as such at outline proposal stage.

9. Approve short course that sit outside of a Faculty remit (e.g., King's Professional and Executive Development (KPED), Careers and Employability)

10. Take a strategic view on behalf of Academic Board as to the necessity to suspend or withdraw taught programmes and to recommend suspension or closure to Education Committee

11. Monitor the College's portfolio of collaborative programmes, including monitoring of published information, identifying any potential risks to the College.

12. Consider and approve Activity Schedules for complex or new types of collaborative provision not currently defined by the College, or those which are escalated to the subcommittee, or those involving a non-UK PSRB.

13. Consider and approve all new validated provision, including oversight of the validation review panel outcomes and recommendations.

14. Consider and approve any changes to Memorandum of Agreements for validated partners once initially approved, including approving any changes to programmes that form part of the validated agreement.

15. Consider and approve the renewal or termination of existing jointly delivered Taught programme activity and monitor the decisions made by College or Faculty committees to renew or terminate arrangements for Joint PhD programmes or for learning opportunities offered for a programme of study

Membership

- **Chair** - Nominated by the Vice Principal Education and Student Success, current chair is Academic Director, King's Academy.
- **Deputy Chair** - Nominated by the Chair from among the members of the Sub-Committee
- **Director of Academic Quality**
- **Associate Director Academic Regulations, Quality and Standards**
- **Associate Director of Academic Affairs**
- **Head of Collaborative Provision**
- **Director of Digital Education**
- **KCLSU Sabbatical Officers -** Vice-President for Education (Health) and Vice-President for Education (Arts and Sciences).
- **One Faculty (Institute/School) Member** - Normally the Dean/Vice Deans of Education or the Chair of the Faculty Approval Panel (or equivalent).
- **Faculty Quality Assurance Managers** - One from Health and one from Arts and Sciences.
- **Representative from Data Governance and Security -** Currently Head of Course Information.
- **Representative from Marketing**
- **Representative from Estates and Facilities**
- **Quality Assurance Manager (Taught Curriculum) -** Secretary to the meeting.

Programme Proposers are also invited when their proposals is being discussed. Alternates are required for all members.

Reporting

- The Student Consumer and Protection Board reports into PDASC
- The Sub-Committee reports to the College Education Committee (CEC)

Meetings

- The Sub-Committee will meet up to five times a year