



Oxford's Independent Business School

# Magna Carta College

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## Course Committee Terms of Reference

### **The Role of the Course Committee**

The Course Committee is the key forum in which the ongoing health of the course and the quality of the student learning opportunities are monitored:

1. Each award-bearing course is governed by a course committee, which is chaired by the Vice Dean.
2. Course committees should be scheduled at least three times each academic session.
3. The dates of course committees should be circulated well in advance. There is no formal quorum; instead the Vice Dean should decide whether the business of the meeting can be conducted on the basis of the members present.
4. The course committee is the key forum in which the ongoing health of the course and the quality of the student learning opportunities are monitored.

### **Terms of reference for course committees are as follows:**

- a) To undertake, on behalf of Academic Board, responsibility for course management, development, delivery, monitoring and enhancement in accordance with regulations laid down by the awarding body.
- b) To meet on a regular basis (three times for those courses lasting a full academic session) to monitor, review and develop on a rolling basis: course operation and delivery; subject and curriculum development; teaching, learning and assessment strategies.
- c) To respond to the awarding body policies and initiatives.
- d) To consider proposals for course changes and enhancements.
- e) To draft an interim course report which confirms the health of the course, considering feedback from staff, students, the external examiner(s) and progression, achievement and engagement data.
- f) To consider any matters referred by Academic Board or the awarding body.