London School of Design and Marketing Limited
Course Board of Studies

Composition and Terms of Reference

Meets: minimum of two times a year
Reports to: Academic Board

The Academic Board shall establish a Course Board of Studies for each course it operates.
It is responsible to the Academic Board for the effective operation of the course relating to delivery of the curriculum, implementation of policies and quality assurance mechanisms, review of learning and teaching strategies, receiving and monitoring of student feedback to enhance the curriculum, ensuring that resources available to the course are deployed appropriately and monitoring the health and safety aspects of the curriculum.

The Course Board of Studies also acts as sub-committees of the appropriate Board/Committee, or equivalent, of the validating university partner and as such its minutes are also shared with the university.

Composition
The composition of the Course Board of Studies shall be:

- Course Leader(s) for the course(s) covered by the Board, *ex officio* (Chair)
- Head of Quality, *ex officio* (Deputy Chair)
- Head of Academic Affairs, *ex officio*
- Digital Campus Manager, *ex officio*
- University partner representative(s), normally the Link Tutor (or equivalent)
- Two members of academic staff engaged with the delivery of the course(s) covered by the Board, appointed by the Board for a period of 2 years.

Elected Members

- A student representative for each level of study of the course(s) covered by the Board, appointed for a period of 1 year.

In attendance

- Any member of academic staff engaged with the delivery of the course(s) covered by the Board.
- Secretary

Quorum
The quorum necessary for any Course Board of Studies meeting shall be 50% of the members, to include the Chair or Deputy Chair.

Terms of Reference
The composition and terms of reference shall be reviewed annually by the LSDM Academic Board.

The Course Board of Studies shall have the following specific responsibilities:

Planning and Resources

1. To ensure that, within resource constraints, the delivery of the course is consistent with course aims and outcomes.

2. To consider the online library and learning services provided to support the course and make recommendations to the Head of Academic Affairs for their improvement or enhancement.

3. To review the effectiveness of each stage timetable and how this is communicated to students.

4. To review and monitor health and safety requirements relating to learning, teaching and assessment.

Academic Development

5. To facilitate academic debate which considers the direction of the course and discipline connections within the School and beyond.

6. To consider the impact of the external developments, research and knowledge transfer activities of the course's academic staff on the development of the subject area and the course.

7. To consider and review employer engagement to support the aims and learning outcomes of the course.

8. To promote the maintenance and development of the quality of teaching and learning and highlight and disseminate good practice.

Quality Assurance

9. To review the quality assurance of the course through reference to outputs from student feedback mechanisms, validation and periodic review reports, external examiner reports and annual academic monitoring reports.

10. To respond to any concerns from students relating to all aspects of the student experience and in particular delivery of the course and support services.

11. To scrutinise documentation for validation and periodic review events and recommend it for approval by Academic Board prior to submission to the university partner.

12. To develop for the approval of the Academic Board and monitor the implementation of a course action plan (CAP) comprising actions resulting from quality assurance processes (annual monitoring, validation and review, QER).

13. To recommend to the Academic Board and the university partner non-material changes to the course within the terms of the procedures for changes to validated courses detailed in the university partner's Quality Assurance Handbook.

14. To consider the effectiveness of liaison between the course staff and the student support departments and make recommendations to the Head of Academic Affairs as appropriate to ensure students and staff are deriving maximum benefit from the services available.

15. To promote and secure benchmark completion of all external and internal undergraduate and postgraduate student surveys in line with School and university partner requirements.

Inclusivity and Well-being

16. To consider guidance and developments relating to inclusion and well-being (as they arise).

Conduct of meetings

The Chair shall preside at all meetings of the Course Board of Studies. If the Chair is absent from any meeting, the Deputy Chair shall act as Chair of that meeting.

The maximum length of the meeting should be 1 hour 30 minutes.

Agenda and papers will be published online three working days before the meeting on the LSDM Google Drive. Members will be notified by email of the location and availability of meeting materials.

All papers must be submitted to the Secretary by the published deadline. Only with the Chair's permission will late papers and the tabling of papers be permitted.

Voting and Recommendations

It is expected that decisions of the Course Board of Studies will be reached by consensus and after due debate but if a vote is required then decisions shall be made on the basis of a majority of those attending and voting at a quorate meeting. A record of voting shall be minuted.

Chair's Action

The LSDM Academic Board has determined that the Chair of the Course Board of Studies shall have delegated powers to act on the Course Board of Studies' behalf between scheduled meetings of the Course Board of Studies. Chair's Action is authorised where the matter involves:

- items of routine business that would not normally merit discussion at a meeting of the Board.
- matters relating to the implementation of decisions that have already been approved by the Board.

The Chair will consult with the Secretary before exercising their delegated authority to act on behalf of the Board to ensure that the matter in question meets the above criteria. If the matter in question does not meet the above criteria, the Chair will call an urgent extraordinary meeting of the Board to discuss the matter and agree a decision.

Where the Chair has exercised their delegated authority to act on behalf of the Board, a report on the action taken, along with any background documents, will be made to the next scheduled meeting of the Board where the Chair will explain the reason the action was taken.