

## Planning Sub-Group (PSG)

### Terms of reference

- 1 This Senior Leadership Group sub-group is responsible for undertaking coordinated planning activities on behalf of SLG. It considers and recommends for SLG approval any changes to or developments within the academic portfolio, including new courses, suspensions and deletions, student number planning, and recruitment and admissions strategies. It will also take forward the 2021 ELIR recommendation for the development of a data strategy, under the strategic direction of the Senior Leadership Group.
- 2 The Planning Sub-Group is responsible for Student Enrolment Management for the School, with reference to the external economic, political and market contexts, through, inter alia:

#### Student Number Planning and Admissions

- i) student number planning and admissions management under the strategic direction of the Senior Leadership Group: in partnership with the Heads of School, setting short-, medium- and long-term student enrolment targets; monitoring performance against target throughout the year (and annually to inform future strategy); commissioning reports on progress towards delivering internal and SFC targets; recommending appropriate interventions where necessary; making regular reports to the Senior Leadership Group on enrolment and application statistics;

#### Academic Portfolio Planning

- ii) making recommendations to Senior Leadership Group on the development of the School's academic portfolio and subject to initial consideration by the Senior Leadership Group to ensure strategic alignment;
- iii) receiving and assessing the academic rationale, business case and resource and marketing implications of proposals for:
  - all new programmes
  - changes to programme titles,
  - changes to qualification type,
  - changes to mode of delivery,
  - significant changes to intake targets
- iv) receiving and assessing the academic, resource and planning implications of proposals for course suspensions and deletions and recommending deletion or suspension to the Senior Leadership Group;
- v) considering the implications for existing students and applicants of any programme deletions or suspensions and making recommendations with respect to exit strategies;

#### Taking forward the ELIR recommendation for the development of a Data Strategy

- vi) record current data limitations and shortfalls in target setting processes, admissions monitoring and student number reporting
- vii) develop a list of system developments/requirements

- viii) take forward or make recommendations for the publication of this data in a central location, including, but not restricted to, recruitment targets, student numbers, league table performance, SFC national measures, relevant output from the Equality & Diversity datasets, Learning & Teaching team and the Graduate Outcomes and PGR experience surveys.

### Membership

3 The Membership of the Planning Sub-Group is as follows:

- |  |            |
|--|------------|
| • Director                                       | ex officio |
| • Deputy Director Academic                       | Convener   |
| • Deputy Director Innovation                     | ex officio |
| • Director of Finance                            | ex officio |
| • Director of Strategy & Marketing               | ex officio |
| • Registrar & Secretary                          | ex officio |
| • Academic Registrar                             | ex officio |
| • Head of Student Recruitment                    | ex officio |
| • Head of School of Architecture                 | ex officio |
| • Head of School of Fine Art                     | ex officio |
| • Head of School of Design                       | ex officio |
| • Head of School of Innovation                   | ex officio |
| • Head of School of Simulation and Visualisation | ex officio |

Executive Planning Manager

Clerk

### Invited for specific business:

Other SLG members and senior managers would be invited for specific meetings reflecting their role in the planning cycle

### Frequency of meetings

4 At least 11 meetings per year.

### Quorum

5 50% of the membership

### Reporting

7 The Planning Group is a sub-group of Senior Leadership Group