THE GLASGOW SCHOOL OF ART

Programme Amendment and Course Approval and Amendment Group (PACAAG)

Remit, Process and Membership

Reports to: Education Committee

1. Remit

1.1 PACAAG is responsible for providing focused deliberation on minor programme amendments, course amendments and new course approvals, and for considering these matters on behalf of Education Committee. Major programme amendments would be considered by a Programme Approval meeting.

1.2 PACAAG is responsible for providing focused deliberation on course closure and suspension arrangements and considers these matters on behalf of Education Committee. Programme closure and suspension arrangements would be considered by Education Committee and Academic Council.

1.3 PACAAG plays a key role in identifying good practice in programme and course design, supporting the sharing of good practice and continual enhancement.

1.4 In reaching decisions, PACAAG will maintain oversight and seek assurance from the relevant School that due regard has been given to the requirements of the Public Sector Equality Duty (PSED).

1.5 Programme Leaders should refer to the relevant policy (Minor Programme and Course Amendment Policy, Course Approval Policy, or Course Closure and Suspension Policy), and consult with the Academic Quality Office at an early stage for clarification as required.

2. Membership

Ex-officio

- Head of Learning, Teaching and Enhancement (Convenor);
- Head of Academic Development or nominee;
- Student President (or nominee);
- Head of Academic Registry or nominee;
- Professional Services Support Department Head or nominee;
- Academic Development Leads or nominee from each of the Academic Schools;
- Head of Academic Quality or their nominee

Co-opted Members

- Cross School Courses Academic Coordinator (as appropriate to the agenda)

Appointed Members

- Two members of Academic staff from each of the Schools, nominated by the respective Head of School; and
- Two Student Representatives, to be drawn from Class Representatives who will be asked to self-nominate (and where more expressions of interest than roles are received a review panel comprising the Student President and/or Student Vice-President of the GSA Students' Association and Convenor of PACAAG will select the most appropriate candidates);

In attendance

- Student Engagement Coordinator (Academic)

2.1 Schools and other relevant departments will be asked to confirm their nominations for membership on an annual basis.

2.2 Heads of Schools will be invited to attend and will receive papers, but are not be expected to attend the meetings.

2.3 For new courses, the course proposer will be invited to attend. For amendments, staff will be invited as considered appropriate by the Convenor, in discussion with the Academic Quality Office.

2.4 For course closure, the relevant Programme Leader would be invited to attend.

2.5 To be quorate, the following must be in attendance:

- at least one member of Academic staff from each School;
- two members of professional support staff;
- one student representative.

2.6 A member of staff from the Academic Quality Office shall act as Secretary.

2.7 All members, both staff and student, whether new or continuing, are invited to an annual induction session hosted jointly by the Convenor and Secretary prior to the first meeting of each academic session.

3. Frequency of meetings

3.1 It is expected that the Committee will meet twice per academic session.