

01.7

COLLABORATIVE PROVISION COMMITTEE

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The Collaborative Provision Committee has responsibility for overseeing the maintenance of standards and the assurance of quality with respect to collaborative provision. Reporting to Academic Quality & Standards Board (AQSB) and referring issues of policy and strategy to AQSB it:

1. advises on and reports to AQSB on matters relating to collaborative provision policy, strategy and activity;
2. reviews the Cardiff Metropolitan University's policies and strategies relating to collaborative provision and brings recommendations to the notice of AQSB;
3. monitors and seeks to enhance the quality of programme delivery and operation at collaborating institutions;
4. monitors adherence to the QAA quality code, particularly as it applies to collaborative provision;
5. acts as a forum for discussion on all aspects of collaborative provision and related activity, and brings relevant issues and recommendations to the notice of AQSB;
6. receives and analyses reports associated with collaborative provision activities from external examiners and moderators/link tutors;
7. receives and analyses reports from Academic Schools' committees in relation to collaborative provision;
8. reports to AQSB on Annual Programme Reviews relating to collaborative programmes;
9. scrutinises validation, franchise and periodic review reports on collaborative programmes with particular reference to the collaborating institutions' management of quality and standards;
10. through its review and reporting procedures, provides relevant information relating to quality enhancement and the dissemination of good practice with respect to collaborative provision to AQSB.

Frequency of Meetings

At least five meetings per academic year

Membership

Deputy Head of the Academic Standards and Quality Unit (Chair)	1
Dean of Quality and Standards	1
Head of Academic Standards and Quality Unit (Vice-Chair)	1
Deputy Vice- Chancellor (Ex Officio)	1
1 Moderator/Link Tutor from each School (nominated by the Dean of School)	5

2 representatives from collaborating institutions	2
Head of Partnerships	1
2 Assistant/Deputy Directors Learning and Teaching elected from and by their number	2
1 representative of the Academic Registry	1
1 representative from Learning and Teaching Development Unit	1
Quality Manager (LSC)	1
Total	17

Co-option

Up to 4 co-opted members who shall be at the discretion of the Chair.

Substitutes

Where a member is unable to attend substitution shall be at the discretion of the Chair.

In Attendance

Clerk to the Committee

Moderators/Link Tutors will be invited to attend meetings at which their reports are being considered.

Observers

At the invitation of the Chair.

Quorum

Meetings of the Committee shall be quorate if 50% or more members are present. If fewer than 50% of members are present, the meeting should not proceed.