

**01.13**

**PORTFOLIO DEVELOPMENT GROUP**

## **PORTFOLIO DEVELOPMENT GROUP - TERMS OF REFERENCE**

The Portfolio Development Group reports to the Academic Board:

1. to ensure that the portfolio reflects the priorities in the Corporate Strategic Plan.
2. to consider and commission, with the aid of systematic market intelligence, new opportunities for portfolio related innovation and developments for both home and overseas markets.
3. to review and develop mechanisms to ensure that stakeholder needs appropriately inform the review and development of existing individual programmes and the portfolio as a whole.
4. to capture best practice in designing and delivering modules, programmes and matrices, and share this within Cardiff Metropolitan University.

### **Frequency of (Full) Meetings**

At least four meetings per academic year.

### **PDG membership**

Deputy Vice-Chancellor and Director of Student Experience (Chair) 1  
Chief Operating Officer 1  
Dean of Learning & Teaching 1  
Dean of Quality & Standards 1  
Director of Enterprise 1  
Head of Academic Standards & Quality Unit 1  
Director of Communications, Marketing and Student Recruitment 1  
Deputy Head of Student Recruitment & Marketing 1  
Assistant Registrar Student Data & Information 1  
Head of Strategy Development Unit 1  
Market Intelligence Officer, CMSR Unit 1  
International Recruitment & Marketing Manager 1  
Deans of School 5

Total: 17

### **Quorum**

Meetings of the Portfolio Development Group shall be quorate if 50% or more members are present.

### **Co-option**

Up to 3 co-opted members who shall be at the discretion of the Chair.

## **Observers**

At the invitation of the Chair.