

**01.15A**

**SCHOOL MINOR MODIFICATIONS COMMITTEE**

## **SCHOOL MINOR MODIFICATIONS COMMITTEE TERMS OF REFERENCE**

The School Minor Modifications Committee is a sub-committee with delegated responsibility from AQSB for:

1. approving minor modifications to School curriculum;
2. approving minor modifications proposed by collaborative partners wishing to vary a programme from the approved (validated) or home (franchised) version;
3. oversees the maintenance of all associated records including a programme-by-programme, year-on-year log of all approved changes, including those of the Major Modification Committee and University validation and review panels.

In carrying out its remit, the SMMC is bound by the Modifications Procedure and Processes contained in the University's Academic Handbook.

The work of the SMMC will be subject to periodic compliance audits by the Academic Standards and Quality Unit.

### **Frequency of Meetings**

Monthly.

Alternatively, the work of the SMMC can be concluded at School Learning and Teaching Meetings as a standing item on that committee agenda.

### **Membership**

Chair, who should be Chair or Vice-Chair of the School Learning and Teaching Committee.

School Coordinator(s) to the Committee.

Member(s) designated 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**

As appropriate and at the discretion of the Chair:

For Home Programme proposals: The relevant Programme Director(s), Module Leader(s) or equivalent.

For Collaborative Partner proposals: The relevant Link Tutors / Moderators.

**Observers**

At the invitation of the Chair.

**Quorum**

Meetings of the Committee shall be quorate if 100% of members are present.