

Academic Affairs Committee Terms of Reference and Membership

Scope: Academic Affairs Committee (AAC) has overall responsibility under the Academic Council for the development, monitoring, review and implementation of academic affairs including learning, teaching, knowledge generation and exchange.

Reports to Academic Council
Meeting frequency Every quarter (minimum)

Membership

Academic Director	(Chair) Professor Gary C Wood
Head of Academic Skills & Knowhow Centre	Dr Sarah Peers
Academic Partnerships Leader	Peter Metcalfe
Academic Reps (3)	Patricia Xavier Gabriele Tamagnone Nadia Kourra
Director of Infrastructure & Projects	Anthea Parker
IT Manager	Owen Parry
Director of Student Lifecycle	Mary Kenyon-James
Senior Quality Assurance Manager (Secretary)	Emma Lewis

Quorum

The quorum for the Academic Affairs Committee shall be 50% of the Committee.

Terms of Reference

Drawing on authority delegated by Academic Council:

- a) Provide effective scrutiny for all academic matters as a Committee of Academic Council (including but not restricted to academic strategy).
- b) Take oversight of a lifelong learning strategy and portfolio which will include, but not be confined to what is currently termed CPD.
- c) Oversee and assure the quality, pedagogical alignment, and recognition of lifelong learning.
- d) Oversee NMITE's growing understanding of 'future skills' and how this mission is best operationalised within NMITE.
- e) Review and enhance existing modules and programmes to ensure they remain relevant and of high quality.
- f) Ensure that the learner voice is effectively included in the enhancement of all teaching and learning activities.
- g) Review academic student data received from the Quality Assurance Committee (QuAC) and agree interventions and actions plans to address any areas of concern.

- h) Scrutinise detailed proposals for new programmes and modules, and make recommendations to the Academic Council on their merits in accordance with the Programme Approval Process.
- i) Oversee industrial and community partnering relationships as they relate to the design and delivery of curricula.
- j) Oversee the processes associated with Professional Engineering Institutes, Construction Regulatory Bodies (such as CIOB) or any other external awarding body or PSRB NMITE deems relevant and appropriate.

Policy Owner	Academic Affairs Committee	
Version Number	N/A	
Date Policy (Re)Approved	November 2023	
Approval authority	Academic Council	
Date of Commencement	November 2023	
Equality Impact Assessment (EIA) completed	N/A	
Amendment History	Date	Reason for Update
	August 23	Update to membership
	November 23	
	February 24	
Summary of changes made to this version	August 23 – Changes made to reflect move to a validating provider. Nov 23 - Inclusion of the requirement to complete an Annual report to present to Academic council and AAC members Feb 24- Update to reflect new CAO	
Date for next review	01/08/2025	
Related Policies, Procedures, Guidance, Forms or Templates	Academic Council Terms of Reference Quality Assurance Terms of Reference Programme Approval Process	
Policies superseded by this Policy	This will replace previous terms of Reference that existed as a Validated Institution.	