
Academic Board



Collective Acting Studio - November 2022



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Terms of Reference

Committee Purpose

1. To have overall responsibility for Learning and Teaching within Collective
2. Following SLT approval, to delegate powers to the following subcommittees
 - a) Teaching and Learning Committee
 - b) Curriculum Development Committee
 - c) Student Senate

Membership

3. The membership of the Committee shall be made up of:
 - CEO (Chair)
 - Disability Consultant
 - Industry Liaison
 - SLT management trainee
 - Head of Voice
 - Head of Movement
 - Head of Film and Television

Quorum

4. The quorum for meetings will be 4 members, to include the Chair of the Committee.

Frequency of Meetings

5. The committee will meet a minimum of once a term.

Reporting

6. The committee will report directly into SLT regarding operational and artistic issues arising from it's own business and in relation to matters reported to it by its sub-committees.
7. It will report into the Validating University's (currently Queen Mary's University, Edinburgh – "QMU") relevant boards and committees as required under the Validation



Agreement for matters arising from courses validated by the Validating University (“Validated Courses”).

Duties

8. To ensure the academic quality of Collective courses, including short courses.
9. To receive, collate and approve results for Validated Courses and liaise with the relevant Committees and Boards of the Validating University (as specified in the Validation Agreement) to approve student progression and awards as appropriate.
10. To receive and ratify the results of courses run and Validated by Collective (“Collective Courses”), and approve awards as appropriate (for example, the Part-Time Drama School).
11. To assess the effectiveness of assessment procedures and policies and make changes where appropriate, working in conjunction with the Teaching and Learning Committee.
12. To ensure Validated Courses are run in a way that is compliant with the Validation Agreement, any reports from the Validating University and any agreed academic regulations.
13. To ratify and implement any major programme changes to Collective Courses.
14. To give final approval to new courses to be submitted for validation and any new Collective Courses.
15. To receive and confirm the annual programme monitoring reports to be submitted to the Validating University.
16. To oversee items relating to consumer law as they affect marking and required paperwork; course approvals and accreditation; relevant institutional policies; self-assessment documentation; and complaints.
17. To advise on any matters that the CEO or Board may refer to the Academic Board.
18. To review and update at each meeting the individual risk register relating to **academic risk**. Risks within this register might include, but are not limited to:
 - Loss of key academic staff.
 - Potential infringements to academic freedom.
 - Lack of adherence to validated documents.



Any changes to this individual risk register will be referred to the Senior Leadership Team within 5 working days alongside the minutes of this committee for inclusion within the Institutional Risk Register.