

**GLASGOW KELVIN COLLEGE**  
**BOARD OF MANAGEMENT**  
**ACADEMIC BOARD - TERMS OF REFERENCE**

**1 Composition of the Academic Board**

The voting membership of the Academic Board shall be:

- Principal (or his nominee);
- Vice Principal – Curriculum and Quality Enhancement (Chair);
- Director of Curriculum and Quality Enhancement;
- All (four) Heads of Faculty;
- Organisational Development Manager;
- Equality, Diversity and Inclusion Manager;
- Quality Enhancement Manager;
- One member of Teaching Staff from each of the faculties (by election);
- ICT/Technical Services Manager;
- Head of Services for Learners;
- Students Records Manager;
- VLE Manager;
- College Librarian;
- One member of Support Staff (by election); and
- the Student Association Vice President – Learning and Teaching.

The Faculty and Support Staff representatives shall be elected by permanent members of staff on a two yearly basis. The election – undertaken by ballot – will operate on a simple majority principle according to rules established for the election of staff representatives to the Board of Management.

The Academic Board reports to the Learning and Teaching Committee of the Board of Management and its minutes should be made available to appropriate meetings of that body.

The Academic Board may co-opt up to three additional members (who need not necessarily be members of College staff). Co-opted members shall not normally serve in such a capacity for a period exceeding two years. They will be able to take a full part in the Academic Board's deliberations but shall not have any right to vote.

Voting shall be by consensus with the Chair having a casting vote.

**2 The Operation of the Academic Board**

The Vice Principal, Curriculum and Quality Enhancement shall be the Chair of the Academic Board and he/she, or in his/her absence an appropriate person nominated by the Principal, shall preside over meetings.

The Board shall appoint a clerk from a member of the College's support staff who will take responsibility for production of minutes.

The Academic Board shall exercise the following functions:

- a) the establishment of permanent or ad hoc committees the terms of reference of which shall be specified by the Academic Board. Membership of these committees shall not be restricted to either members of the Academic Board or members of the College's staff; and
- b) the submission to the Board of Management of such reports and recommendations as the Academic Board may see fit on any academic or related matter or on any matter referred to it by the Board of Management.

### **3 Quorum**

The quorum for meetings of the Academic Board shall be half of its voting membership.

### **4 The Remit of the Academic Board**

The Academic Board shall offer guidance and advice to the Board of Management on:

- a) the academic policies and development plans of the College;
- b) the conditions for the admission of students to the College;
- c) the oversight and regulation of assessment procedures and examinations conducted under the auspices of the College;
- d) the exclusion and discipline of students on academic and other grounds;
- e) the maintenance of the quality of the educational and other provision made by the College;
- f) the priorities for continuous professional development programmes related to the academic and, where appropriate, support staff;
- g) priorities within the College's capital plan which are related to proposed academic developments;
- h) services provided by the College to promote access, inclusion and equality of opportunity; and
- i) any other functions which the Board of Management shall designate or refer to it.

### **5 Sub Committee Structure**

The Academic Board will establish a number of sub committees charged with reviewing particular aspects of College provision.

The Principal may additionally establish an ad hoc committee or short-life working group for a single specific purpose. These would normally exist for a period of no longer than one academic session.

## **6 Notice of Meetings**

The Academic Board shall meet a minimum of three times per year.

These meetings shall be scheduled by the College Principal.

Additional meetings may be called to permit the Board to discharge its functions – these shall be called by the Principal.

Normally five clear working days notice will be given of meetings.

## **7 Business at Meetings**

At a meeting of the Academic Board no business other than that specified on the agenda may normally be discussed or considered.

Business which has not been specified in the pre-published agenda may only be considered at the end of the meeting provided that in the opinion of the Chair the same is relevant, competent and a majority of the members present and voting agree.

## **8 Order of Business**

The order of business at the meeting shall be as follows:

- a) the sederunt;
- b) the agenda (taken as read);
- c) the minutes of the previous meeting of the Board (these will be taken as read and formally approved by members);
- d) business remaining from the previous meetings (if any);
- e) matters arising from the minutes of the previous meeting;
- f) minutes of the sub and ad hoc committees of the Academic Board; and
- g) the business of the meeting indicated on the agenda.

## **9 Conduct of Meetings**

Meetings of the Board shall be conducted in all other respects in line with the standing orders regulating meetings of the Board of Management.

Minutes of meetings of the Academic Board will be received and considered by the Board of Management's Learning and Teaching Committee and will also be forwarded to the Board of Management for information.

<b>Reviewed by the Academic Board</b>	<b>January 2018</b>
<b>Date of Next Review:</b>	<b>February 2020</b>
<b>Approved by the Learning and Teaching Committee</b>	<b>February 2018</b>