

Academic Board

Terms of Reference 2024-25

Purpose

The Academic Board is the senior academic committee of London Contemporary Dance School (LCDS). It has oversight of all academic provision through the regulatory framework and quality management systems and processes. The Academic Board provides assurance to the Chief Executive and Accountable Officer and the Board of Governors that our academic strategy is fit for purpose and approves new additions and revisions to academic policy. Minutes are shared with the Board of Governors.

In exercising its responsibility, the Academic Board has regard to:

1. the Vision and Mission and 5-year strategic plan 2024-2029 of The Place,
2. external benchmarks of standards and quality in higher education, including Teaching Excellence Framework
3. conditions of registration with Office for Students, in particular the B conditions, alongside the World-Leading Specialist Provider Funding criterion
4. student experience and feedback
5. requirements and artistic expectations of the dance sector and creative industries and the development of Contemporary Dance as an art form
6. the policy and frameworks of Research England

The Academic Board is responsible for:

- a. Directing academic strategy and reviewing and approving the Annual Course Reviews and accompanying Action Plans to support curriculum development and enhance the quality and relevance of courses for a diverse student population and meeting the requirements of the OfS
- b. Academic oversight of the School's Research and Knowledge Exchange strategy and deliverables and its relationship to research-led teaching and emerging dance pedagogies.
- c. Approving and monitoring the school led strategies, including strategies around Learning and Teaching, Student Wellbeing, Research and Knowledge Exchange, Recruitment, Learning Resources and Alumni Engagement, through delegation to the appropriate subcommittees.
- d. Considering matters raised by students, including NSS survey results, and to consult with students through their representatives on any proposed changes to published courses of study or to the regulations and /or terms and conditions in place at the time of their initial registration.
- e. Considering the resources needed to support and enhance recruitment, admissions and induction, course and academic development and monitoring the impact on continuation, completion, attainment and progression
- f. Approving new courses of study, which demonstrate a clearly identifiable market, for recommendation by the validating universities.
- g. Approving new and revised policies and procedures ensuring they comply with those of the validating universities and external regulations (including OfS and Consumer Law).

- h. Confirming annually the list of the School's courses to be delivered, to the validating universities, and considering proposals that courses of study be withdrawn and to ensure implementation of the Student Protection Plan where necessary.
- i. Having due regard for matters of equity, diversity and access in the student population and ensuring the implementation of the Access and Participation Plan.
- j. Reviewing the requirements placed on external examiners by the University of the Arts London (UAL), and University of the Arts Singapore (as necessary) and signing off on responses to external examiners reports and to monitor progress in order to fulfil responses in a timely manner.
- k. Planning and preparation for external review by validating, accrediting and other external bodies; including the Teaching Excellence Framework and World Leading Specialist Provider Funding, signing off on final submissions; considering the reports from such bodies and ensuring appropriate action is taken in response to any recommendations
- l. Confirming annually the number of students registered on validated courses to both the validating universities and for HESA returns

Membership

Chief Executive and Accountable Officer (Chair)
Director of Dance Studies (Deputy Chair)
Director of Research and Postgraduate Courses
Director of Undergraduate Courses and International Development
Artistic Director
Director of Registry and Student Wellbeing
Deputy Director of Dance Studies
Head of Dance Science
Head of Learning and Teaching
Head of Widening Participation and Recruitment
Heads of Learning Resources and Environmental Impact
Communications Manager
UG Year Group Coordinators
Postgraduate course leaders
At least two Student Representatives - (one undergraduate and one postgraduate);

Observers

Board of Governor members

Such other members as may be co-opted by the Academic Board from time to time for their specific expertise

The Chair may nominate a Deputy Chair from among the members of the Academic Board to take the Chair in their place.

Secretary to the Board

Head of Registry and Quality

Frequency of meetings

Not less than 3 and up to 6 per year

Submission of Minutes

Academic Board will receive the minutes of the following committees:

Learning and Teaching Committee

Student Voice Committee

Submission of Reports and Recommendations

Academic Board will receive Reports and Recommendations for action from the above Committees, and from time-to-time other working groups within LCDS including:

Research and Knowledge Exchange Groups

Student Support Team

Faculty Groups

Senior Management Team

Consultation

Academic Board will use various mechanisms to consult with staff and/ or students as appropriate to ensure School-wide engagement in decision-making processes.

Quorum

At least 50% of the membership must be present and this should include where possible at least one of the two student representatives.