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| **USP AGENDA**  | L:\Directorate\Governors\Common\C6 - Corporate Docs\New logo UoB-2018-black.jpg |

### **University Standing Panel**

### A sub-committee of Education Committee

Insert time and date of meeting

Insert location of meeting including the Zoom link, meeting ID and password.

1. **Welcome and introductions** and to confirm attendance and/or note apologies.
2. **USP Terms of Reference**
3. To note any **conflicts of interest**
4. To confirm the **purpose(s) of the meeting** and which proposals are under consideration at the meeting:
	* + Insert all programme title(s) and link(s) to the PDR for each proposal
5. To confirm that members obtained access to the **Proposal Development Records** (PDR) for the proposals under consideration at the meeting;
6. For each proposal, to consider and confirm *whether* for each programme proposal(s) **there is sufficient evidence that due process has been followed at programme and School/Division levels.** *The discussion will focus on the USP Panel Member Report uploaded to the PDR in advance of the meeting.*

**6.1 Programme or Programme Cluster 1:** Name

**Approval Process Check.**

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| **Report** | **Comments** |
| 7ii Employer & Professional Advisor Consultation Report7iii Student & Applicant Consultation Report8iii External Advisor Consultation Report  9i Internal Advisor Consultation Report 10i SEO PDR Check Report  |  |

**Sampling of Documentation**

|  |  |  |
| --- | --- | --- |
| **Area** | **Responsibility**  | **Comments**  |
| **A: Rationale and Demand** | USP Chair  |  |
| **B: Programme Contents**  | USP Chair and External Panel Member |  |
| **C: Programme Level Expectations** | USP Chair, External Panel Member, Internal Panel Member |  |
| **D: Programme Structure**  | USP Chair, External Panel Member |  |
| **E: Teaching, Learning & Resources** | External Panel Member, Internal Panel Member |  |
| **F: Assessment**  | External Panel Member, Internal Panel Member, Student Panel Member (Assessment Journey) |  |
| **G: Student Admissions & Support** | **Admissions:** USP Chair, **Support:** External Panel Member Internal Panel Member Student Panel Member  |  |
| **H: Student Engagement**  | USP Chair, Internal Panel Member, Student Panel Member  |  |

**Any action required:**

**Outcome from the below and record via a USP Outcome Report and Summary Report:**

i. Recommendation to Senate

* to approve the programme for a 5-year period or until the next Periodic Review and Re- approval;
* to approve for a designated period that is less than 5-years;
* not to approve with detailed reasons

ii. Determine that the proposal is returned to an appropriate earlier stage with detailed reasons.

iii. Determine that the proposal is considered at a Programme Approval event with detailed reasons.

iv. Commend features of good practice.

**6.2 Programme or Programme Cluster 2:** Name

**Approval Process Check.**

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| --- | --- |
| **Report** | **Comments** |
| 7ii Employer & PA Consultation Report7iii Student & Applicant Consultation Report8iii External Advisor Consultation Report  9i Internal Advisor Consultation Report 10i SEO PDR Check Report  |  |

**Sampling of Documentation**

|  |  |  |
| --- | --- | --- |
| **Area** | **Responsibility**  | **Comments**  |
| **A: Rationale and Demand** | USP Chair  |  |
| **B: Programme Contents**  | USP Chair and External Panel Member |  |
| **C: Programme Level Expectations** | USP Chair, External Panel Member, Internal Panel Member |  |
| **D: Programme Structure**  | USP Chair, External Panel Member |  |
| **E: Teaching, Learning & Resources** | External Panel Member, Internal Panel Member |  |
| **F: Assessment**  | External Panel Member, Internal Panel Member, Student Panel Member (Assessment Journey) |  |
| **G: Student Admissions & Support** | **Admissions:** USP Chair, **Support:** External Panel Member Internal Panel Member Student Panel Member  |  |
| **H: Student Engagement**  | USP Chair, Internal Panel Member, Student Panel Member  |  |

**Any action required:**

**Outcome from the below:**

i. Recommendation to Senate

* to approve the programme for a 5-year period or until the next Periodic Review and Re- approval;
* to approve for a designated period that is less than 5-years;
* not to approve with detailed reasons

ii. Determine that the proposal is returned to an appropriate earlier stage with detailed reasons.

iii. Determine that the proposal is considered at a Programme Approval event with detailed reasons.

iv. Commend features of good practice.

Add more clusters where required

1. Close.