

Collaborative Provision and Partnerships Committee

Scope

The Collaborative Provision and Partnerships Committee maintains oversight of all partnerships that meet the University's approved definitions of collaborative provision and educational partnerships of sufficient scale and risk that are not recognised by a UK professional or regulatory body, closely monitoring operational delivery, academic standards and the quality of taught collaborative provision.

Terms of Reference

1. To oversee the University's engagement with key domestic and international partners and initiatives such as: initial teacher training partnerships and study abroad partnerships;
2. To monitor the academic standards and the quality of taught collaborative provision through receipt and consideration of Annual Partnership Review reports and other reports and to formally reflect on lessons learned through previous partnership activities;
3. To monitor the ongoing operational, financial and strategic performance of collaborative provision through Annual Strategic Performance Review reports;
4. To advise the Education Committee and University Executive Committee where appropriate regarding areas of emerging academic and/or operational/financial/strategic risk within existing partnerships and to recommend appropriate remedial action;
5. Working alongside the International Recruitment and Partnerships Group, to maintain oversight and assess the risk of partnerships under development and scrutinise partnership proposal documentation including; partner approval visits and due diligence outcomes and business plans for collaborative provision partnerships, against set criteria and provide a collective recommendation to UEC for the approval of new high risk collaborative provision partnerships;
6. To scrutinise and approve low risk domestic and international partnership proposals, such as articulation arrangements;
7. To receive for information a list of or details of new approved student recruitment-based partnerships;
8. To ensure the effective operation of the processes set out in the Collaborative Provision Code of Practice with regard to the approval, management and monitoring of collaborative provision partnerships.

Membership

- A Dean of Education (in the Chair)
- Academic Director: Global Partnerships
- Head of Academic Quality and Student Conduct
- Associate Director of Global Student Recruitment, Partnerships and Access
- Head of Global Opportunities
- International Partnerships Delivery Manager

- Faculty Internationalisation Directors (1 per Faculty)
- Head of Faculty Operations (1 per Faculty)
- Keele Doctoral Academy Director (on invitation)
- Programme Directors (Link Tutors) for collaborative provision partnerships
- Nominated representative from KeeleSU

Secretary: Collaborative Provision Officer

Role Description for Committee Members

Key Responsibilities

1. To commit to attend at least 50% of meetings of the Committee. When necessary, to send apologies for absence and, where appropriate, send comments on agenda items, to the Secretary in advance.
2. To prepare for each meeting by reading circulated papers and to participate actively in the discussions at the Committee in a way that is relevant and effective.
3. To ensure that the Committee is able to meet its Terms of Reference and thus contribute to the objectives set out in the University's Strategic Plan.
4. To actively participate, and where necessary between formal meetings of the committee through online contribution, in the processes for approving new collaborative provision partnerships and other partnership activities as representatives of the Committee.
5. To actively participate in the processes for reviewing existing collaborative provision partnerships and other partnership activities as representatives of the Committee.
6. To ensure that key information from the papers circulated for each meeting and arising from discussions at each meeting is appropriately disseminated to relevant staff within a member's Faculty, School or Directorate.

Desirable Personal Attributes

1. Understanding of the principles and practice of good academic governance and the role of this sub-committee within Keele's committee structure.
2. Interest in the areas of strategic development of new educational partnerships and in the quality assurance of such partnerships, especially where these relate to credit-bearing provision.
3. Direct experience of working with external partners in the UK or internationally.
4. Experience of working with committees.
5. Willingness to work within the Terms of Reference for the committee
6. Ability to exercise independent judgement and to think objectively.
7. Commitment to respect the views of others.
8. Commitment to equality, diversity and inclusion.

Key Information Needs

The following documentation should be submitted to the Committee to enable it to carry out its responsibilities under its terms of reference:

1. Up-to-date information on the development, approval and implementation stages of new domestic and international partnerships (each meeting as required);
2. New collaborative provision partnership proposal documentation, including financial business cases, due diligence outcomes and other documents required for the approval of new collaborative provision partnerships (each meeting as required);
3. Proposal documentation for the approval of new low risk domestic and international partnerships (each meeting as required);
4. Documented or verbal updates on new recruitment-based partnerships approved and Memoranda of Agreement and/or Understanding signed (each meeting as required);
5. Reports facilitating the formal review of collaborative provision partnerships as set out in the Collaborative Provision Code of Practice, or in a revised format as agreed by the Committee (annually);
6. Reports updating the Committee on study abroad and exchange partnership activities, submitted annually at the Committee's final meeting of the academic year (annually);
7. Minutes from collaborative provision partnership Committees, including, but not limited to, Joint Steering Committees and Joint Board of Studies as appropriate (each meeting as required);
8. External information and documentation with regard to sector wide and regulatory updates on educational partnerships (each meeting as required);
9. Formal reflections on lessons learned through previous partnership activities, provided through formal written reports and/or verbally by those involved across the University (each meeting as required).

Quoracy

40% of members

Frequency

The committee will be scheduled for 4 meetings throughout the academic year.