

Portfolio Approval Sub-Committee

2024-25

Committee purpose

PASC is a subcommittee of University Education Committee, which is a subcommittee of Senate, with responsibility for ensuring coherence and attractiveness of portfolio, cost-effective use of resources in relation to curriculum and overall value for money and compliance with the academic framework and strategy. All academic committees operate in accordance with the University's governing documents – Charter, Statutes and Regulations – and the Public Interest Governance Principles.

Membership

- Deputy Pro-Vice-Chancellor (Education and Innovation) (Chair)
- Pro-Vice-Chancellor (Education and Students)
- Executive Dean for the Faculty of Media, Arts & Humanities (or nominee)
- Executive Dean for the Faculty of Science, Engineering and Medicine (or nominee)
- Executive Dean for the Faculty of Social Sciences (or nominee)
- Executive Dean for the University of Sussex Business School (or nominee)
- Director for the Student Experience
- Director of Student Recruitment, Marketing and International Affairs
- Chief Financial Officer or Deputy Director of Finance
- One elected academic member of Senate
- Two elected student members of Senate.

To be in attendance as required:

- Head of Admissions
- Deputy Director (Academic Services)
- Head of Planning

An Executive Dean may act as Deputy Chair if required.

Terms of Reference

- a) Considering coherence and attractiveness, and resource aspects of new course developments and withdrawals, taking into account resource requirements linked to how these proposed developments support Faculty, School and institution strategic plans.
- b) Considering how the overall Faculty, School Portfolio ensures the cost-effective use of University central resources by the Faculty, School taking into account student FTE at course level and/or headcount at module level.
- c) Considering applications for new 60 credit and 90 credit pathways in line with the Academic Framework.

- d) The approval of new courses and pathways, and the withdrawal or suspension of courses and pathways. The Committee will receive both Stage 1 and Stage 2 proposals before giving approval for a course to proceed to validation.
- e) Considering changes to existing course titles and/or modes of study.
- f) The presentation of a Termly Report to UEC detailing:

Working practices

- a) The at least three set meetings of the Committee per year or more frequently as needed. In exceptional circumstances, items may be approved by Chair's action under delegated authority to meet external deadlines for an identified cohort (where the risk is identified as being low).
- b) In addition, there will be an Annual Portfolio Review meeting with each Faculty and School.
- c) To support its discussion of new course proposals, the Committee will receive the following standing papers for all meetings:
 - Student number targets and admissions data.
 - Current FTE per Course for UG and PGT and/or headcount per module where Course FTEs do not appear to be viable.
- d) In exceptional circumstances, items may be approved by Chair's action under delegated authority to meet external deadlines for an identified cohort (where the risk is identified as being low).