*YORK ST JOHN UNIVERSITY*

**Programme Validation and Review: the Roles of Panel Members**

1. **The Chairperson's role:**
* to ensure that in its process and its outcomes, the approval or review event meets the requirements of University policy;
* to welcome and to introduce panel members and team members, to set the context of the meeting and its purpose;
* to draw panel members' attention to the briefing papers and submission document(s);
* to invite each panel member to report his/her initial views about the submission documentation and to compile an agreed and specific agenda of items for discussion with the Team;
* to raise any issues of concern that other panel members have not identified;
* to invite the team to make an opening statement about the context of the programme validation/review;
* to organise the conduct of the discussions between the panel and the team in the spirit of peer group appraisal, to ensure that full consideration is given to the range of items on the agenda;
* to invite the proposing team to return for the concluding discussions;
* to ensure in the concluding discussions that the panel arrives at a consensus regarding the decision to be made on the proposal, and any further action to be undertaken by the course team;
* to ensure that the panel's conclusions include, where appropriate, conditions (deficiencies which need to be addressed before the programme can run/continue to run) or recommendations (that the team is required to consider during the operation of the programme), and that these are clearly reported to the team, in the oral feedback.

Panel Chairs are encouraged to identify ‘lead responsibilities’ for internal panel members in their consideration of documentation. It is good practice for proposing teams to designate members who will take the lead in responding on aspects of the proposal (e.g. rationale, teaching and learning).

1. **The External Panel Member's role**

Panels may contain external members from other academic institutions, and/or from professional/employment backgrounds, as appropriate to the proposal under consideration. The remit of the external member is to some extent determined by their background, and may not cover all the points listed below:

* to provide subject expertise in relation to the programme curriculum/areas of the programme curriculum under consideration;
* to consider the relevance of the programme content to the qualification and model graduate proposed for the programme;
* where appropriate, to advise on the appropriateness of the academic standards set for the programme in relation to similar programmes elsewhere in the UK;
* where appropriate, to consider the relevance of the programme in relation to vocational/ professional training and employment;
* to consider the clarity of the programme documentation and how well this communicates the team's intentions;
* to contribute to the drawing up of an agenda for discussion with the team (in the private meeting of the panel), in relation to any issues noted from reading the programme documentation;
* to pose questions to the team resulting from this agenda and the ensuing discussions;
* in conclusion, to contribute to the panel's recommendations about the approval of the programme;
* where appropriate, to satisfy themselves that the conduct and outcomes of the process conform to general standards of good practice and to the regulations and/or other requirements of the academic, professional or employment area concern.

**3. York St John Panel Member's role:**

* to consider (as appropriate to the scope of the event) the proposed organisation, character, coherence and curriculum of the programme including assessment processes, drawing on general practice and norms which are current in their own professional area;
* to raise issues concerning the operation of the programme in relation to the regulations and general guidelines of the University;
* to scrutinise the proposed operation of the programme in relation to prevailing York St John policies and procedures;
* to raise issues concerning the clarity of the programme documentation, the programme under consideration, to comment on the relevancy of the programme content, bibliographies etc;
* to contribute to the preparation of an agenda for discussion with the team, in the private meeting of the panel, in relation to any areas of concern identified from reading the programme documentation;
* to engage team members in discussion on matters pertaining to the organisation, process, outcomes and regulations of the programme in response to the agreed agenda and as directed by the Chair;
* to contribute to the panel's conclusions about the approval of the programme.

**4. The Officer to the Panel's role:**

* to ensure that the documents submitted by the Proposing Team prior to the event are complete and presented in such a way as to enable the panel to make a considered decision;
* to make the organisational arrangements for the meeting, including the preparation of briefing papers and an outline agenda for the meeting, and the circulation of these to panel members together with the submission document;
* to set up any pre-meeting briefings for the chairperson of the panel with the proposing team leader if necessary;
* to advise the panel on any procedural matters relating to the conduct of the meeting, or any policy matters in relation to the programme submission under consideration;
* to take notes of the meeting, including a note of issues that may form the basis of conditions or recommendations and to remind the panel of these issues in their summing up of the conclusions;
* after the meeting, to prepare a draft on the conditions and recommendations for the programme team;
* to circulate the outcomes of the meeting, approved by the Chair, to the programme team;
* to submit the summary outcomes to the appropriate York St John committees and awarding body;
* to monitor responses to conditions and recommendations for the approval of these.