

## UNDERGRADUATE COMMON ARCHITECTURE GOVERNANCE COMMITTEE – TERMS OF REFERENCE

### Purpose

The Undergraduate Common Architecture Governance Committee will have responsibility for the academic cohesion and coordination of all shared elements of courses involved in the Common Architecture of undergraduate education. This will include shared elements of Single Honours entry, Joint Honours entry, Common Entry, Multidisciplinary and Professional courses across the Faculty of Arts, Humanities and Social Sciences, including contributions from subjects outside that Faculty, such as Computer Science, Geography and Mathematics. This committee will also recommend to the Undergraduate Studies Committee the addition of any new or the cessation of any and all Open Modules for all courses involved in the Common Architecture.

### Membership

- Associate Dean of Undergraduate Common Architecture (ADUCA) – Chair;
- Course Directors/Directors of Teaching and Learning (Undergraduate) from those Schools involved in the Common Architecture;
- Undergraduate Common Architecture Office Administrator;
- School Managers from two relevant Schools, to be nominated by the ADUCA;
- Undergraduate student representatives (SU Education Officer and/or Joint Honours convenor).
- Additional members may be co-opted or invited to attend for specific items as needed.

### Meeting and Reporting

The Undergraduate Common Architecture Governance Committee will be a sub-committee of the Undergraduate Studies Committee and will meet at least once a term or more frequently as required.

### Responsibilities

- Oversee the **coordination** of all undergraduate Common Architecture programmes through ongoing consultation with relevant Schools. This will include Joint Honours entry programmes in their entirety and all shared elements of Single Honours entry, Common Entry, Multidisciplinary and Professional courses across the Faculty of Arts, Humanities and Social Sciences, including contributions from courses outside that Faculty, such as Computer Science, Geography and Mathematics;
- Agree overall programme policy with relevant Schools and ensure coordination of the routes and pathways choices for courses;

- Foster coordination and collaboration between Schools that contribute to the Common Architecture programmes;
- Following consultation with the relevant Schools, recommend to Undergraduate Studies Committee the addition of new or removal of existing subjects to the Common Architecture programmes including new minor subjects;
- Following consultation with the relevant Schools, recommend to Undergraduate Studies Committee the addition of any new or the cessation of any and all Open Modules for all Joint Honours courses;
- Following consultation with the relevant Schools, propose any relevant Calendar changes to Undergraduate Studies Committee;
- Consider admission quotas in the context of School strategic plans and student uptake of subjects and combinations and, following agreement with the relevant School, bring forward any proposed changes to admission quotas to the Undergraduate Studies Committee;
- Promote and coordinate student recruitment to the Common Architecture programmes;
- Organise and make a presentation at the Freshman Orientation for New Entrants.
- Coordinate all common external communication materials (eg College Prospectus, College Calendar, web pages, marketing material, etc) and common initiatives (eg Open Day, Higher Options etc).