

**Extract from the Minutes of the Meeting of University Teaching Committee held on 4 February 2016**

*(full Minutes at: <https://www.york.ac.uk/about/organisation/governance/sub-committees/teaching-committee/#tab-4> )*

**M15-16/87 Annual Programme Reviews 2014/15**

The Committee **considered** a summary report on the outcomes from Annual Programme Reviews (APRs) relating to the 2014/15 academic year (UTC.15-16/61). The Chair thanked members for their involvement in the APR process and work in reviewing the APR reports.

The report noted a number of issues raised by departments. These would be forwarded to the appropriate professional support office / Committee. Comments on the mitigating circumstances process would inform the review of that policy. It was felt that comments from departments relating to pressure on student numbers could usefully be sent to SRA as well as to Planning Committee for consideration [Secretary's Note: this was already intended by ASO].

A significant number of 2014/15 APR meetings were held without the presence of the relevant UTC contact. The Committee **decided** that attendance by UTC contacts at APR meetings should continue to be an expectation. To facilitate this departments should be expected to set APR dates in coordination with their UTC contact, and by the start of the Autumn Term. Departments should be informed of / reminded about this by ASO when their UTC contact was set in the summer. It was not necessary for UTC members to attend full APR meetings if these were lengthy, as long as they attended the most salient part of the meeting. The guidance on the APR process should be amended to this effect.

**Action: Academic Quality Team**