**Restructuring the academic year**

**Project Board – terms of reference**

1. To meet regularly to oversee the arrangements for implementing the new academic year structure for the 2015/16 academic year.
2. To recalibrate central and departmental services and operations for which members have responsibility, as necessary.
3. To identify necessary amendments to School regulations, and to propose changes to the Pro-Director Teaching and Learning, the Academic Registrar and Director of Academic Services and to relevant School bodies.
4. To identify ‘policy gaps’ the new academic year structure creates, and to propose options to the project executive and to relevant School bodies for filling them.
5. To communicate developments to members’ service areas, to facilitate planning at local level; to develop a communications strategy for communicating changes to the student body and to School staff.
6. To identify central and departmental transitional and recurrent resource requirements.

**Membership:**

Elizabeth Aitken – Summer Schools

Prof. Sarah Ashwin – Department of Management

Cath Baldwin – Academic Registrar’s Division

Hannah Bannister – Student Services

Jennifer Ciarleglio – Human Resources

Keith Clarkson – Estates

Rachael Elliott – Residences

Ann-Marie Foxcroft (Secretary) - TQARO

Chris Fryer – Centre for Learning Technology

Mark Hoffman – Department of International Relations

Tom Maksymiw – Students’ Union Education Officer

Dr Neil Mclean – Teaching and Learning Centre

Ginney Pavey – Grantham Research Institute

Osmana Raie – Department of Finance

Martin Reid – Library

Ron Riley - Information Management and Technology

Wayne Tatlow - Governance, Legal and Planning Division

Linda Taylor – Timetables

Mark Thomson (Chair) – TQARO

Rachel Ward – Conferences and Events

Claire Warne – Residential Services

Andrew Webb – Governance, Legal and Planning

Joy Whyte – Department of Law

Chris Wood – Students’ Union Postgraduate Students’ Officer

Professor Paul Kelly will serve as project executive, but will not normally attend meetings.

**Attendance:**

If a member cannot attend a meeting, she/he is asked to send an alternative representative.

**Reporting:**

The secretary will take notes at each meeting. These will be circulated to board members and to the project executive. The Chair will produce periodic highlight reports that will be similarly circulated.

The Chair will make occasional progress reports to the Director’s Management Team, to the Departmental Heads Forum and to the Academic Board.