

# Programme Board Terms of Reference

## Section 1 - INTRODUCTION

### Purpose

(1) A Programme Board is established for every academic programme to monitor and review the provision of the programme, ensuring academic and professional standards are maintained and that learners receive fair and effective opportunities to learn in a stimulating and supportive learning environment.

### Status of the Programme Board

(2) Each Programme Board is a subcommittee of the Academic Board.

## Section 2 - COMPOSITION AND MEMBERSHIP

(3) The composition and membership of the Programme Board is as follows:

a. Ex Officio Members

i. Programme Director

ii. All Faculty involved in teaching, learning, assessment and research on the programme

iii. All Adjunct Faculty involved in teaching, learning, assessment and research on the programme. Where the volume of Adjunct Faculty on a programme prohibits effective committee management, a representative sample of Adjunct Faculty will be invited by the committee chairperson.

iv. Digital Learning Manager

v. Academic Dean

vi. Registrar

vii. All External Examiners for the programme being considered

b. Chairperson

i. The Programme Director is the ex officio chairperson.

c. Vice Chairperson

i. The Programme Board appoints a vice chairperson from amongst its members who will act as vice chairperson for a two-year period.

d. External Members

i. External Examiners fulfil the role of external members on the Programme Board.

e. Appointed Members

i. There are no appointed members.

f. Nominated Members

i. The Programme Board may nominate additional persons to the Programme Board at their discretion.

g. Elected Members

i. All student elected representatives. Where the volume of student representatives on a programme prohibits effective committee management, a minimum of one student representative per cohort will be invited by the committee chairperson.

h. Co-opted Members

i. The Chairperson may, with the support of the majority of the members of the Board meeting at an ordinary meeting of the Board, co-opt a member of the College or an external party to the Board for a period of one year, where such a co-option will assist in the discharge of the responsibilities of the Board.

ii. Normally, a maximum of two persons may be co-opted to the Board at any one point in time.

i. In Attendance - By Invitation

i. The Chairperson may invite an external party deemed relevant to the business of a meeting.

ii. Normally, Staff in the following roles are invited to the Programme Board:

- a. AAO Manager
- b. Faculty Manager
- c. Quality Assurance and Enhancement Manager
- d. Head of Student Affairs

j. In Attendance - Secretarial

i. Normally, the Academic Operations Manager, or their nominee, acts as secretary to the Programme Board.

ii. Programme Administrators may be in attendance to support the Programme Board.

## **Section 3 - TERMS OF REFERENCE**

### **Part A - Functions and Responsibilities of Programme Boards**

(4) The Programme Board carries out the following functions and responsibilities:

#### **Strategic Function**

a. Annual Work Plan

i. The Programme Board prepares an annual plan of the work of the Board in line with the functions and responsibilities of Programme Boards.

b. The External Environment

- i. Consider/respond to the recommendations from all external review and monitoring activities relating to the programme and implement where and as appropriate.
- ii. Consider policy, procedure and regulations specific to the programme and any public-facing information derived from these.

c. Issues Arising

- i. Consider any issues relating to the student experience and management of the programme and take appropriate action, liaising with the Academic Board and/or EMT as appropriate.
- ii. Monitor the impact of teaching, learning and assessment activities on student engagement and performance.

**Oversight Function**

d. Approved Programme Schedule

- i. Review the Approved Programme Schedule at each Programme Board.
- ii. Monitor the implementation, and ensure compliance, of programmes of study as defined in the Programme document and Approved Programme Schedule.

e. Annual Review

- i. Annually review the structure, content, entry requirements, curriculum and assessment strategies of the programme to ensure:
  - a. The maintenance of academic and professional standards for the programmes/disciplines concerned, ensuring they conform to benchmarks and sectoral conventions determined by QQI and the criteria contained in the [National Framework of Qualifications](#)
  - b. That all proposed changes to Programmes are submitted to and approved by the Academic Board and, thereafter, by QQI and any relevant professional body
- ii. Review the effectiveness of the programme in:
  - a. Fulfilling its aims and objectives
  - b. Providing a suitable student experience
  - c. Considering issues affecting the programme and taking appropriate actions to resolve them, including bringing matters to the attention of any relevant authority

f. Annual Reporting

- i. Prepare an annual report of the work of the Board and its findings for presentation to the Academic Board for consideration.
- ii. The report should include quantitative and qualitative data and provide commentary on:
  - a. Programme design, content and organisation for an online/blended learning programme
  - b. Teaching, learning and assessment
  - c. Student progression and achievement
  - d. Student support and guidance
  - e. Learning resources
  - f. Quality management and enhancement

g. Student feedback, Faculty feedback, Adjunct Faculty feedback and Staff feedback

g. Feedback and Monitoring

i. Collect anonymised information about student performance and engagement, and collect student feedback to support the continuous improvement of the programme.

ii. Seek feedback from Faculty, in particular Adjunct Faculty, and provide responses to it, including changes to the programme or practices, as appropriate.

h. Periodic Review:

i. Undertake with the assistance of QAE a periodic review as outlined in the [Periodic Review of Academic Programmes Policy](#)

ii. Ensure the periodic review takes place within 12 months in advance of any review by an accrediting body or where not externally accredited every five years.

## **Part B - Meetings**

### **Duties of the Chairperson**

(5) The Chairperson:

- a. Convenes and chairs meetings of the Programme Board
- b. Ensures the Board is fully compliant with the with the remit and Terms of Reference for the Board to ensure that the Board fulfils its remit
- c. Liaises with the Academic Dean and the Department of the Registrar where appropriate.
- d. Makes such recommendations on the requirements for staffing and other resources to the Executive Management Team (EMT) through the Academic Dean as are required for the proper conduct of the programme
- e. Prepares, in a timely fashion, the annual report for presentation to the Academic Board

### **Nature of Meetings**

(6) Board meetings may take place face-to-face, videoconference or other electronic means.

(7) Board members are required to fully prepare for each meeting, read the documentation in advance and make every reasonable effort to attend each meeting.

### **Frequency of Meetings**

(8) Board meetings shall be held at least twice a year.

(9) Board meetings are normally aligned with meetings of the Board of Examiners, e.g., May and November.

(10) The Board shall determine its meeting schedule annually, in advance, and meet as scheduled.

### **Quorum**

(11) In the event that a member is absent from a meeting, Programme Boards may conduct business provided that

the Chair satisfied that both the members present and the reports collected are sufficient to conduct business properly.

(12) Every reasonable effort should be made to ensure the quorum includes at least one representative of the student body.

## **Decisions**

(13) Decisions are normally made by consensus. In the absence of consensus, decisions are made by open vote.

(14) Where there is a tied vote, the Chairperson has the casting vote.

(15) Decisions may be made either at a duly called and constituted meeting or by a resolution in writing to all members which is approved in writing by at least a quorum of members.

(16) Any matters for decision considered when the meeting is deemed inquorate by the Programme Director must be subsequently ratified at the next Programme Board meeting before those decisions can be actioned.

(17) All decisions must be formally recorded in meeting minutes. In the absence of a formal record, any apparent decision shall be deemed null and void.

## **Part C - Ensuring Effective Practice**

### **Agenda and Minutes**

(18) Agendas and associated documentation are distributed at least five working days before the meeting by the Academic Operations Manager, or their nominee.

(19) Members are notified of the location and availability of material.

(20) Only with the Chairperson's permission may late papers or the tabling of papers be accepted.

(21) All papers must be submitted to the Secretary by the specified submission deadline.

(22) Board records shall be retained by the Secretary.

(23) Minutes are to be prepared of each meeting.

(24) The Chairperson reviews the draft minutes and matters arising, after which the Secretary circulates the documents to all Board members and includes them in the agenda papers for the next meeting.

### **Annual Work Plan**

(25) The annual work plan for the Programme Board is prepared and agreed by the Board in advance.

### **Access to Resources**

(26) All members, both internal and external, are given access to all resources and artefacts needed to fulfil their duties as members.

### **Conflict of Interest**

(27) Where a member has a conflict of interest, either real or perceived, in relation to an item of business and/or a student they must notify the Chairperson.

(28) Where the Chairperson acknowledges such as conflict of interest the affected individual is recused from the meeting and all decision making related to the item of business and/or student.

## **Part D - Evaluation and Review**

### **Review by the Academic Board**

(29) The Programme Board is reviewed by the Academic Board on its performance against these Terms of Reference every three years.

### **Review of the Terms of Reference**

(30) The Chairperson reviews these Terms of Reference every three years, in conjunction with the Academic Board and amends as appropriate.

(31) Any amendments are subject to ratification by the Academic Board.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	18th September 2023
<b>Review Date</b>	18th September 2026
<b>Approval Authority</b>	Quality Assurance Officer
<b>Approval Date</b>	15th September 2023
<b>Expiry Date</b>	Not Applicable
<b>Enquiries Contact</b>	Quality Assurance