

First Year Art & Design Studies Board Terms of Reference

		This policy is effective from	<u>16 February 2023</u>
Approval body	<u>Academic Council</u>	Approval date	<u>15 February 2023</u>
Owner	<u>Head of Academic Affairs</u>	Next review date	<u>February 2026</u>

1 Background

- 1.1 Section 5 of the National College of Art and Design Act, 1971, provides for the functions of An Bord.
- 1.2 An Bord has delegated to the Academic Council the role of planning, co-ordination, development and overseeing of the academic work of the College, and to protect, maintain and develop the academic standards of the programmes and activities of the College.
- 1.3 An Bord and the Academic Council recognise the role of UCD as a Designated Awarding Body for the accreditation of programmes offered by NCAD.
- 1.4 In accordance with section 1.4 of UCD's Academic Regulations, each programme shall be governed by a Governing Board. NCAD's Academic Council acts as the Governing Board for all programmes offered by NCAD.
- 1.5 As Governing Board for all NCAD programmes, the Academic Council may assign specific activities of the Board to individuals, units or establish such and so many committees as it thinks necessary to ensure effective delivery of the programmes within its remit. Academic Council retains responsibility and oversight for any such assigned activities.
- 1.6 The First Year Art & Design Studies Board was established to co-ordinate the design, development, regulation, quality and delivery of the First Year Studies component of NCAD's studio-based undergraduate programmes. The First Year Art & Design Studies Board reports to the School Boards and the NCAD Programmes Board.

2 Purpose and Functions of the School Boards

The Board shall:

- 2.1 Co-ordinate the design, development, regulation, quality and delivery of the First Year Studies component of NCAD's studio-based undergraduate programmes. The First Year Art & Design Studies Board reports to the School Boards and the NCAD Programmes Board.

Programme Development

- 2.2 Support the development of strategic plans for education within the College. These plans shall be prepared within the overall planning framework for NCAD and cognisant of UCD Academic Regulations.
- 2.3 Ensure adherence to College regulations, policies and procedures in the delivery of the First Year Studies in Art & Design modules.
- 2.4 Ensure that modules contributing to the Schools' programmes support the academic coherence of those programmes and the quality of the graduate output.
- 2.5 Establish, where appropriate, and subject to NCAD and UCD regulations and policies, Department-wide norms and guidelines regarding assessment and grading practice.
- 2.6 Promote excellence in education through the design and development of assessment strategies that are appropriate for the Schools' programmes and measure achievement of programme outcomes.
- 2.7 Agree recommendations to the NCAD Programmes Board regarding the structure and content of their modules and any special regulations relating to their modules.
- 2.8 Liaise with Academic Registry in relation to the admission of students to NCAD's programmes in accordance with NCAD regulations and policies.
- 2.9 Monitor student applications for leave of absence from and transfer between programmes, in accordance with NCAD regulations and policies.
- 2.10 Where the Department proposes changes to a module(s) that have significant resource implications, these should be planned as part of the formal academic process and are subject to approval from the College Management Team prior to resources being invested in the changes.

Quality Assurance

- 2.11 Promote excellence in education through the quality assurance and enhancement of the Department's curriculum.
- 2.12 Establish, where appropriate, and subject to NCAD and UCD regulations and policies, Department-wide norms and guidelines regarding teaching and learning approaches.
- 2.13 Support effective delivery of joint programmes through engaging with the NCAD Joint Programmes Board.
- 2.14 Monitor the academic welfare of students registered to modules of the Department, identifying students whose academic welfare is of concern and advising students on the supports available to them.
- 2.15 Solicit student feedback on programmes of the School to identify opportunities for programme development and enhancement that will benefit student wellbeing and success.

- 2.16 Report to the Quality Assurance Steering Committee (QASC) on student feedback in relation to wellbeing and considerations likely to affect student wellbeing and success (enhancement opportunities).
- 2.17 Establish in accordance with NCAD policy, mechanisms to assure and enhance the quality of educational and related activities, and participate fully in the quality assurance and quality enhancement processes of NCAD.
- 2.18 Oversee and enhance the academic quality of the Department's modules and the student learning experience, and report on quality enhancement to the QASC.
- 2.19 Prepare annual academic curriculum development plans, addressing feedback from external examiners, students, academic staff and technical officers, and identifying resource implications of any proposed change in activity. Agreed plans will be subject to review by the QASC in respect of their alignment to the College strategic plan and as part of the development of the College's Annual Quality Enhancement Plan.

3 Composition of First Year Studies Board

- 3.1 The First Year Art & Design Studies Board shall consist of:
 - 3.1.1 The Head of Department;
 - 3.1.2 The Head of Academic & Student Affairs;
 - 3.1.3 At least one teaching staff representative from each First Year student group;
 - 3.1.4 One representative of part-time staff within the Department;
 - 3.1.5 One representative of Technical Officers within the Department;
 - 3.1.6 One representative from each School;
 - 3.1.7 Two student representatives from the First Year Student Council;
- 3.2 The Heads of each school, Head of Academic & Student Affairs, The Admissions Officer, The Quality Officer and the NCADSU President will be entitled to attend meetings of all School Boards.
- 3.3 The Head of Department or a nominee shall chair meetings of the Board.
- 3.4 The First Year Art & Design Studies Board meetings shall be minuted.
- 3.5 Special Purpose hours should be made available to allow a representative for part-time staff members to attend the Board meetings, to gather input from part-time staff members, and to forward information from the Board to those staff members.

4 Conduct of Business

- 4.1 The First Year Art & Design Studies Board should meet at least twice per trimester; meetings shall be aligned to the schedule of meetings of the NCAD Programmes Board, Academic Council and UCD's University Programmes Board.
- 4.2 The meetings of the Board shall be scheduled in the Academic Calendar before the start of each academic year.
- 4.3 Where the Head of Department is unable to attend a meeting of the Board, s/he shall nominate a member of the Board to act as chairperson for that meeting.
- 4.4 A meeting shall be considered to have a quorum when one third (1/3) of the members entitled to vote are present or represented.

5 Reporting Responsibilities

- 5.1 The First Year Art & Design Studies Board will report to School Boards and Academic Council following each of their meetings, and to NCAD's Programmes Board in respect of proposed changes to the First Year curriculum.
- 5.2 A nominee from each of the School Boards will report to each meeting on decisions agreed at the last meeting of the First Year Art & Design Studies Board.
- 5.3 A nominee from the NCAD Programmes Board will report to each meeting on decisions agreed at the last meeting of the NCAD Programmes Board.
- 5.4 Where possible, an annotated version of the minutes will be posted onto Google Drive or other appropriate forums.

Doc version	Approval date	Modified by	Summary of modifications
V1	20 June 2018	Kilian O'Callaghan	Last version 2014, major review of content
V2	26 Sept 2018	Siún Hanrahan; Kilian O'Callaghan	Technical Officer included in membership; NCADSU may attend meetings; minor edits
V3	15 February 2023	Siún Hanrahan	Change of structure of document and description of functions to align with delegation of authority under section 1.4 and 1.8 of UCD's Academic Regulations