

First Year Art & Design Studies Board

Terms of Reference

This policy is effective from 26 September 2018

Approval body Academic Council

Approval date 26 September 2018

Owner Head of Academic Affairs

Next review date June 2019

1. Introduction

- 1.1. The First Year Art & Design Studies Board was established to coordinate 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 Programmes Boards and the NCAD Programmes Board.

2. Purpose and Function of the Boards

- 2.1. The First Year Art & Design Studies Board is responsible to the NCAD Programmes Board and to Academic Council for the design, development, regulation, delivery and quality enhancement of the first year of NCAD's studio programmes.
- 2.2. The First Year Art & Design Studies Board is also responsible for monitoring the overall performance and experience of students registered to the first year of NCAD's studio programmes, monitoring their progression and ensuring their academic welfare.
- 2.3. The First Year Art & Design Studies Board recommend the structure and content of the first year of NCAD's studio programmes to the NCAD Programmes Board, and any regulations or policy which govern them, and make recommendations regarding the admission, progression and continuation of first year studio-based students to Academic Council.

3. Terms of Reference

The First Year Art & Design Studies Board, shall:

- 3.1. Promote excellence in education by articulating the aims and outcomes of the first year curriculum and agree a strategy and academic plan for that curriculum.
- 3.2. Agree recommendations to the NCAD Programmes Board regarding the structure and content of the curriculum and any special regulations relating to the programme.
- 3.3. Ensure that the modules contributing to the first year curriculum and the College's studio-based programmes support the academic coherence of those programmes and the quality of the graduate output.
- 3.4. Oversee and enhance the academic quality of the first year curriculum and the student learning experience.

Doc version	Approval date	Modified by	Summary of modifications
V1	20 June 2018	N/A	N/A
V2	26 September 2018	Siún Hanrahan; Kilian O'Callaghan	Include Technical Officer in membership; NCADSU President can attend; Minor edits

- 3.5. Establish, where appropriate, and subject to NCAD and UCD regulations and policies, norms and guidelines regarding teaching and learning approaches, student workloads and assessment and grading practice.
- 3.6. Admit students to NCAD's studio programmes in accordance with NCAD regulations and policies.
- 3.7. Receive, consider, and act upon or respond to, recommendations from the Head of Academic Affairs.
- 3.8. 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/quality enhancement processes of NCAD.
- 3.9. Monitor and report to the NCAD Programmes Board on the progression and completion rates of first year studio-based students.
- 3.10. Support the development of strategic and operational plans for education within the College. These plans shall be prepared within the overall planning framework for NCAD and cognisant of UCD Academic Regulations.
- 3.11. Prepare annual academic curriculum plans, addressing feedback from students and technical officers, and identifying resource implications of any proposed change in activity. The plans shall be developed in consultation with the NCAD Programmes Board and Office of Academic Affairs. Agreed plans will be subject to review /approval at Academic Council level for their alignment to the programme and College strategic plan.
- 3.12. Where the Board proposes changes to the first year curriculum that have significant resource implications, plan these changes as part of the formal academic planning process.
- 3.13. Within the resources available, ensure that appropriate supports are in place to meet the welfare, pastoral and academic administrative needs of students registered to the programmes.
- 3.14. Work with the NCAD Programmes Board and Academic Affairs to promote NCAD's studio-based programmes both internally and externally.
- 3.15. Finalise and recommend the module grades for students registered to the first year of NCAD's studio-based programmes to the NCAD Examination Board and Academic Council.
- 3.16. Hold an Annual Curriculum Planning Forum at the end of each academic year. The major strategic and operational decisions facing the Board and arising from stakeholder feedback during the year should be presented to the Forum, and the input and advice of the Forum sought and taken into consideration by the Board.
- 3.17. Hold Programme Review Forums for their students at least once per semester. The Programme Review Forums should include students and all academic staff involved in the delivery of the first year of NCAD's studio-based programmes. The module-level

feedback from students received through these forums should be recorded and responded to as part of the Department's Annual Curriculum Planning Forum.

4. Composition of the Board

- 4.1. The First Year Art & Design Studies Board shall consist of:
 - 4.1.1. The Head of Department;
 - 4.1.2. The Head of Academic Affairs;
 - 4.1.3. At least one teaching staff representative from each First Year student group;
 - 4.1.4. One representative of part-time staff within the Department;
 - 4.1.5. One representative of Technical Officers within the Department;
 - 4.1.6. One representative from each School;
 - 4.1.7. Two student representatives from the First Year Student Council;
- 4.2. The Heads of each School, the Admissions Officer and the Quality and Academic Support Officer, and the NCADSU President will be entitled to attend meetings of the First Year Art & Design Studies Board.
- 4.3. The Head of Department shall chair the First Year Art & Design Studies Board.
- 4.4. The First Year Art & Design Studies Board shall be minuted and supported by the Department Secretary.

5. Conduct of Business

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

6. Reporting responsibility

- 6.1. 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.
- 6.2. A nominee from each of the School Boards will report to each meeting on decisions agreed at the last meeting of their School Board.

- 6.3. A nominee from the NCAD Programmes Board will report to each meeting on decisions agreed at the last meeting of the NCAD Programmes Board.
- 6.4. Where possible, an annotated version of the minutes will be posted onto Google Drive or other appropriate forums.