

# NCAD Joint Programmes Committee

## Terms of Reference

This policy is effective from 26 September 2018

**Approval body** Academic Council      **Approval date** 26 September 2018  
**Owner** Programmes Board      **Next review date** September 2019

### 1. Background

- 1.1. In May 2017, Professor Dervil Jordan, Head of School of Education convened a cross-school committee to consider the programmes where students study in two or more schools, in particular where the programmes are jointly run by two or more schools. Following the success of this committee, particularly in minimising timetable conflicts.
- 1.2. At the Programmes Board meeting on 08 November 2017, it was agreed that the Joint Programmes Committee should be formalised as a sub-committee of the Programmes Board, with its own terms of reference, formal minute taking, and reporting to the Programmes Board.

### 2. Purpose of this policy

- 2.1. This policy defines the purpose, function and structure of the Joint Programmes Committee.

### 3. Purpose and Functions of the Joint Programmes Committee

- 3.1. Effectively realise delegated duties of NCAD Programmes Board in the area of the collaborative delivery of programmes shared between Schools at NCAD.
- 3.2. Consider the effective co-ordination and timetabling of module delivery and assessment to manage student workload and enhance the student experience.
- 3.3. Address quality enhancement matters in relation to academic and student supports as they pertain to the collaborative delivery of programmes shared between Schools at NCAD.
- 3.4. Consider quality matters in relation to External Examiner reports, recommendations, responses and action plans as they pertain to the collaborative delivery of programmes shared between Schools at NCAD.
- 3.5. Share and consider student feedback in relation to programme evaluation and enhancement as it pertains to the collaborative delivery of programmes shared between Schools at NCAD.
- 3.6. Develop processes and policies to ensure students studying in cross-School programmes are treated fairly and are not disadvantaged in any way.
- 3.7. Keep an overview of scheduling of lectures, studios and classes to ensure all students on cross-School programmes are accommodated.
- 3.8. Promote inter-School co-operation and synergy, promoting economies across the College to ensure College resources are sensibly used.

<b>Doc version</b>	<b>Approval date</b>	<b>Modified by</b>	<b>Summary of modifications</b>
V1	07 Feb 2018	N/A	N/A
V2	26 Sept 2018	Kilian O'Callaghan, Siún Hanrahan	Membership, development of purpose

## 4. Terms of Reference

The Committee shall:

- 4.1. Review and inform academic planning for the development and implementation of credit-bearing educational provision as it pertains to the collaborative delivery of programmes shared between Schools at NCAD.
- 4.2. Make recommendations to Programmes Board and the Schools in relation to revisions to or development of existing programmes.
- 4.3. Be a conduit for information between programmes in relation to all matters pertaining to effective collaborative delivery and consequent student learning experience.
- 4.4. On an annual basis, receive and review External Examiner reports in so far as they pertain to the collaborative delivery of programmes shared between Schools at NCAD, and make recommendations to Programmes Board in respect of programme enhancement.
- 4.5. Consider such matters as the Programmes Board may refer.
- 4.6. Inform academic planning for the development and implementation of credit-bearing educational provision at undergraduate and postgraduate level across multiple schools.
- 4.7. Promote the development of joint programmes in line with the College Strategy, and the overall objectives, policy and regulations of the College and the validating body, University College Dublin.
- 4.8. Promote the development of common modules that can be effectively incorporated into several programmes, thus maximising use of resources without negatively impacting on students' experience.

## 5. Composition of the Committee

5.1. The Committee shall consist of:

- Head of Academic Affairs & Research (ex officio)
- Admissions Officer (ex officio)
- Quality & Academic Support Officer (ex officio)
- Head of School of Design (ex officio)
- Head of School of Education (ex officio)
- Head of School of Fine Art (ex officio)
- Head of School of Visual Culture (ex officio)
- One nominee of each School Board (in addition to Heads of School)
- Head of First Year Studies (ex officio)
- One officer of the Students' Union
- One undergraduate student representative
- One postgraduate student representative

- Other members as nominated by the Committee (for specific purpose or time)
- 5.2. The Director and the Registrar will be entitled to attend any meetings of this Committee.
  - 5.3. A Head of School will chair the Joint Programmes Committee, and shall rotate annually.
  - 5.4. Secretarial support will be provided by the School whose Head is Chair of the committee.

## **6. Conduct of Business**

- 6.1. The Committee shall meet at least once per semester (more frequently as needed); meetings shall be aligned to the schedule of meetings of the appropriate School and College committees and boards.
- 6.2. The meetings of the Committee shall be convened by the Chair usually with a minimum of seven days' notice of a meeting.
- 6.3. The members of the Committee may only nominate others to attend meetings on their behalf in exceptional circumstances and with the permission of the Chair.
- 6.4. A meeting shall be considered quorate when a third of the members are present.
- 6.5. Student members may be required to absent themselves for parts of the meeting when reserve business is being conducted.

## **7. Reporting Responsibility**

- 7.1. The Committee has authority to recommend items to Programmes Board for approval.
- 7.2. The Committee has the authority to establish working parties or sub-committees to carry out focussed individual projects to meet the purposes of the Committee.
- 7.3. The Committee will report to Programmes Board following each of their meetings.
- 7.4. Where possible, the minutes of meetings will be posted onto Google Drive or other appropriate forum.