

Learning Resources Committee

Terms of Reference

This policy is effective from September 2018

Approval body College Management Team

Approval date September 2018

Owner Head of Academic Affairs

Next review date March 2019

1. Purpose

- 1.1. The Learning Resources Committee is a standing committee, reporting to the Academic Council and the College Management Team.
- 1.2. The Learning Resource Committee will work with IT Services, Technical Officers, Schools and Departments to do an audit of the existing IT (hardware, software and network) and Equipment/Workshop infrastructure of the College, make recommendations as the best way of upgrading that infrastructure and prioritise actions to deliver maximum value for the learning environment of the College.

2. Scope

- 2.1. The Committee will address the work to be done through a series of working groups: Equipment and Workshops; Administrative Services, and Academic Services. On the basis of the work done through these working groups, an IT Policy Working Group will be convened to develop and recommend an IT Policy for the College.

3. Membership

- 3.1. It is important that the Committee has College-wide representation, encompassing Technical Officers and both academic and administrative staff.
- 3.2. Each Department and/or School shall be invited to nominate at least one member to the Learning Resources Committee.
- 3.3. Membership of the Working Groups may extend beyond the membership of the Learning Resources Committee where additional expertise or perspectives are required to effectively execute the work of the Working Group.
- 3.4. Current Membership (2017):

| | | |
|-------------------|---------------------------------|-------|
| Mary Avril Gillan | First Year Studies | Chair |
| Dervil O'Brien | Accounts | |
| Gráinne Hamill | Accounts | |
| Brendon Deacy | Visual Communications | |
| Michael O'Leary | Student Services and Admissions | |
| Gemma Bradley | Library | |
| Karl Hunter | Library | |
| James Armstrong | Visual Culture | |

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| Brendan Begley | Sculpture |
| Clíona Harmey | Media |
| John O'Donnell | IT Services |
| Damian Downes | Registrar & College Secretary |

4. Meeting arrangements

- 4.1. There is urgent work to be done, particularly in relation to the IT infrastructure of the College. Consequently, the Committee needs to agree a clear work-plan and timeline for each working group. The Committee should meet at least once a month.
- 4.2. The first meeting will be scheduled by the Chair shall schedule the first meeting at which the Committee shall agree a schedule of meetings to follow. The meeting shall be quorate once 6 members are present.
- 4.3. Meetings of the Learning Resources Committee will be recorded through minutes and, where possible, administrative support will be provided in support of this.

5. Reporting

- 5.1. The Learning Resources Committee will report to SMT on a monthly basis, and to each meeting of Academic Council.

6. Review

- 6.1. The Terms of Reference for the Learning Resources Committee may be reviewed by the Committee after the first two months of operation and a recommendation made to Academic Council for their renewal.
- 6.2. The Terms of Reference for the Committee shall be reviewed on an annual basis in September and presented for approval at the November meeting of Academic Council.