

NCAD Programmes Board

Terms of Reference

	This policy is effective from	<u>26 September 2018</u>
Approval body	<u>Academic Council</u>	Approval date <u>26 September 2018</u>
Owner	<u>Head of Academic Affairs & Research</u>	Next review date <u>September 2019</u>

1. Background

- 1.1 The NCAD Taught Programmes Board (TPB), a sub-committee of NCAD Academic Council, was established to oversee the design, development, regulation, quality and delivery of all taught programmes, both undergraduate and postgraduate, offered by NCAD as a recognised college of UCD, and validated by UCD, which lead to an NUI award.
- 1.2 At its meeting of 11 May 2016, it was proposed and agreed that programme issues relating to research students be overseen by the TPB, which was then renamed the Programmes Board.
- 1.3 In August 2017, a new Memorandum of Agreement was signed between NCAD and UCD, which resulted in further revisions of these terms of reference.
- 1.4 The following terms of reference are updated annually to ensure they are fit for purpose and contribute to the academic standards of the College.

2. Purpose of this policy

- 2.1 This policy defines the purpose, function and structure of the NCAD Programmes Board (the Board).

3. Purpose and Functions of the Programmes Board

- 3.1. Effectively realise delegated duties of Academic Council in the area of teaching and learning and research support.
- 3.2. Consider new programme proposals, proposals for programme changes, and recommendations from the School Boards, and make recommendations with regard to the same to Academic Council.
- 3.3. Oversee the selection, admission, retention, continuation and progression of students registered to all programmes.
- 3.4. Ensure appropriateness and parity in academic standards and in the effective administration and management of all NCAD programmes.

<i>Doc version</i>	<i>Approval date</i>	<i>Modified by</i>	<i>Summary of modifications</i>
V1	27 Sept 2017	New	N/A
V2	21 February 2018	Kilian O'Callaghan	Change required meetings from 5 to 4
V3	Sept 2018	Kilian O'Callaghan	Membership, authority to recommend to AC, to form working groups, docs available in advance.

- 3.5. Address quality assurance matters in relation to academic and student supports, and in support of parity in student workload and experience.
- 3.6. Address quality matters in relation to External Examiners' reports, recommendations, responses and action plans.
- 3.7. Oversee effective and appropriate academic assessment for all NCAD programmes and ensure adherence to academic regulations.
- 3.8. Oversee ongoing, effective, student feedback methodologies for programme evaluation and enhancement, and quality assurance purposes.

4. Terms of Reference

The Board shall:

- 4.1 Review and inform academic planning for the development and implementation of all credit-bearing educational provision at undergraduate and postgraduate level.
- 4.2 Promote the development of programmes and modules in line with the overall objectives, policy and regulations of the College and the validating body, University College Dublin.
- 4.3 Make recommendations to Academic Council and the Schools in relation to programmes in respect of drafts of new programmes or revisions to existing programmes.
- 4.4 Make recommendations to Academic Council and the Schools in relation to admission, progression, supervision and examination procedures for research scholars.
- 4.5 Be a conduit for information between School Boards and Academic Council in relation to all matters pertaining to academic programmes.
- 4.6 Advise on, and ensure adherence to, current Academic Regulations.
- 4.7 Approve the structures, credit frameworks and content of programmes and their entry requirements.
- 4.8 Recommend External Examiners for all programmes for approval to Academic Council and on submission from School Boards or supervisory teams.
- 4.9 Receive and review External Examiner reports on an annual basis and oversee implementation of any approved recommendations by the School Boards.
- 4.10 Maintain oversight of the development of non-traditional educational provision (accredited adult education, (e.g. CEAD) part-time and flexible education, and e-learning) within the modular, credit-based framework.
- 4.11 Consider, in addition, such matters as the Academic Council may refer.

5. Composition of the Board

5.1 The Board 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 nominee of First Year Studies Board (in addition to Head of First Year Studies)
- Head of CEAD (ex officio)
- An Officer of NCADSU
- One undergraduate student representative
- One postgraduate student representative
- Two nominees of UCD
- Other members as nominated by the Board (for specific purpose or time)

5.2 The Director and the Registrar will be entitled to attend any meetings of this Board.

5.3 The Head of Academic Affairs and Research shall be Chair of the Programmes Board.

5.4 Academic Affairs will support the Programmes Board.

6. Conduct of Business

4.1. The Board shall meet at least four times per academic year; meetings shall be aligned to the schedule of meetings of the appropriate College committees and boards.

4.2. The meetings of the Board shall be convened by the Chair usually with a minimum of seven days' notice of a meeting.

- 4.3. The members of the Board may only nominate others to attend meetings on their behalf in exceptional circumstances and with the permission of the Chair.
- 4.4. A meeting shall be considered quorate when a third of the members are present.
- 4.5. Student members may be required to absent themselves for parts of the meeting when reserve business is being conducted.
- 4.6. Notice of each meeting, along with an invitation to submit items and supporting documentation to the agenda, should be circulated to members at least ten working days in advance of each meeting.
- 4.7. Agenda items and supporting documentation should be available to all members at least five working days in advance of each meeting.
- 4.8. Minutes, agendas and papers relating to meetings of the Programmes Board will be distributed through a shared Google Drive folder.

7. Reporting and Responsibility

- 5.1. The Board will report to Academic Council following each of their meetings.
- 5.2. The Board has authority to recommend items for approval at Academic Council.
- 5.3. The Board has the authority to establish working parties or sub-committees to carry out focussed individual projects to meet the purposes of the Board.
- 5.4. The Board will receive reports or proposals from each School Board for consideration to Academic Council.
- 5.5. Where possible, an annotated version of the minutes will be posted onto Google Reive or other appropriate forums.

8. Review

- 8.1 Terms of reference for the Programmes Board are reviewed on an annual basis.