NCAD Programmes Board
Terms of Reference

		This policy is effective from	16 February 2023
Approval body	Academic Council	**Approval date**	15 February 2023
Owner	Head of Academic & Student Affairs	**Next review date**	2026

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, coordination, 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.

2.   Purpose and Functions of the NCAD Programmes Board

The Board shall:

2.1   Effectively realise delegated duties of Academic Council.

2.2   Review and inform academic planning for the development of credit-bearing educational provision at all levels to support implementation of College strategy.

2.3   Review and inform the design, development, regulation and delivery of all credit-bearing educational provision at undergraduate and postgraduate level to ensure the implementation of College policies and procedures.

2.4   Advise on and ensure adherence to current Academic Regulations.

2.5   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.

2.6   Make recommendations to the Academic Council and the Schools in relation to new programmes under development or revisions to existing programmes.

2.7   Review the design and development of programmes to ensure an outcomes-based emphasis in programme design and assessment.

2.8   Review the design and development of programmes to ensure that the assessment strategy is appropriate and measures achievement of programme outcomes.

2.9   Advise on and ensure adherence to current Academic Regulations in respect of the structures, credit frameworks and content of programmes and their entry requirements.

2.10   Review and advise on changes to NCAD regulations and policies in respect of the admission of students, ensuring adherence to UCD's Academic Regulations.

2.11   Receive reports from the Schools on the progression and completion rates of students within their programmes.

2.12   Monitor reports from the Schools, identifying significant issues and/or patterns in respect of non-progression and report on same to the Academic Council on an annual basis.

2.13   Recommend Subject Extern Examiners for all programmes for approval to Academic Council and on submission from School Boards or supervisory teams.

2.14   Make recommendations to AC and the Schools in relation to admission, progression, supervision and examination for research students.

2.15   Consider and report on any matter referred to it by the Director, Head of Academic Affairs, the Academic Council and/or College Management Team.

3.   Composition of the Board

3.1   The Board shall consist of:

   3.1.1   Head of Academic Affairs (ex officio)

   3.1.2   Admissions Officer (ex officio)

   3.1.3   Quality & Academic Support Officer (ex officio)

   3.1.4   Head of School of Design (ex officio)

   3.1.5   Head of School of Education (ex officio)

   3.1.6   Head of School of Fine Art (ex officio)

   3.1.7   Head of School of Visual Culture (ex officio)

   3.1.8   One nominee of each School Board (in addition to Heads of School)

   3.1.9   Head of First Year Studies (ex officio)

   3.1.10   One nominee of First Year Studies Board (in addition to Head of First Year Studies)

3.1.11   Head of CEAD (ex officio)

3.1.12   An Officer of NCADSU

3.1.13   One undergraduate student representative

3.1.14   One postgraduate student representative

3.1.15   Two nominees of UCD

3.1.16   Other members as nominated by the Board (for specific purpose or time)

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

3.3   The Head of Academic Affairs shall be Chairperson of the Programmes Board.

3.4   Academic Affairs will support the Programmes Board.

4.   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 Chairperson 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 Chairperson.

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.

5.   Reporting and Responsibility

5.1.   The Board will report to the Academic Council following each of their meetings.

5.2.   The Board has authority to recommend items for approval at the 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 in support of the work of Academic Council.

5.5   Where possible, an annotated version of the minutes will be posted onto Google Reive or other appropriate forums.

6.   Review

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

Doc version	Approval date	Modified by	Summary of modifications
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.
V4	15 Feb 2023	Siún Hanrahan	Change to structure of document and description of functions to align with delegation of authority under section 1.4 & 1.8 of UCD's Academic Regulations.