

## Quality Assurance Steering Committee

### Terms of Reference

		<b>This policy is effective from</b>	<u>10 February 2021</u>
<b>Approval body</b>	<u>Academic Council</u>	<b>Approval date</b>	<u>10 February 2021</u>
<b>Owner</b>	<u>Head of Academic Affairs</u>	<b>Next review date</b>	<u>February 2022</u>

#### 1. Purpose

- 1.1. The NCAD Quality Assurance Steering Committee is a sub-committee of Academic Council charged with supporting and developing Quality Assurance and Quality Enhancement processes across all areas of NCAD.

#### 2. Scope

- 2.1. To develop and foster a culture of evaluation and reflection and commitment to the maintenance of standards and quality in all NCAD's activities.
- 2.2. To keep under review and develop NCAD's Quality Assurance policy and procedures in line with international best practice.
- 2.3. To support, monitor and review implementation of policies related to standards and quality of NCAD provision (including teaching and learning, research, support services, and the management of units<sup>1</sup>).
- 2.4. To oversee and support unit<sup>1</sup>s in undertaking self-assessment and peer review.
- 2.5. To monitor peer review follow-up action and quality improvement plans.
- 2.6. To develop and submit NCAD's Annual Quality Enhancement Plan to An Bord and Academic Council, and publish NCAD's Annual Quality Enhancement Statement on the College Website.
- 2.7. To have oversight of the monitoring and review of taught collaborative partnerships.
- 2.8. To monitor, and where necessary, recommend action in relation to developments in the external environment with implications for standards and quality.
- 2.9. To consider and report on any matter referred to it by the Director, Head of Academic Affairs & Research; Academic Council or College Management Team.

<sup>1</sup> Units refers to any non-academic business units within the College, including the Director's Office, Registrar's Office, Academic Affairs, Student Support, Student Services, each School, the Library etc.

<b>Doc version</b>	<b>Approval date</b>	<b>Modified by</b>	<b>Summary of modifications</b>
V01	November 2017	N/A	N/A
V02	October 2018	Kilian O'Callaghan	Membership; can recommend to AcCo
V03	February 2021	Siun Hanrahan	Membership amended, general review

- 2.10. To review, and where necessary, to propose revision of these terms of reference as appropriate.

### **3. Authority**

- 3.1. The Committee has decision-making authority in respect of the implementation of NCAD's Quality Assurance Policy and Procedures.
- 3.2. The Committee submits NCAD's Quality Enhancement Plan for consideration by An Bord.
- 3.3. On the basis of the response of An Bord, the Committee recommends NCAD's Annual Quality Enhancement Plan for approval to Academic Council.
- 3.4. Significant changes to NCAD's Quality Assurance policy and procedures require approval by Academic Council.
- 3.5. The Committee has authority to recommend items for approval at Academic Council.
- 3.6. The Committee has the authority to establish working groups or sub-committees to carry out focussed individual projects to meet the purposes of the Committee.

### **4. Membership**

- 4.1. The membership of the Quality Assurance Steering Committee will be:
  - Director
  - Head of Academic Affairs & Research
  - Head of Corporate Services / Registrar
  - Head of HR and Staff Development
  - A (representative) Head of School
  - Quality & Academic Support Officer
  - An Officer of NCADSU
  - Other members as nominated by the Committee (for specific purpose or time)
- 4.2. The Director shall be Chair of the Quality Assurance Steering Committee.

### **5. Meeting Arrangements**

- 5.1. The Committee shall meet at least three times per academic year; meetings shall be aligned to the schedule of meetings of the appropriate College committees and boards.

- 5.2. The meetings of the Committee shall be convened by the Chair usually with a minimum of seven days' notice of a meeting.
- 5.3. 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.
- 5.4. A meeting shall be considered quorate when half of the members are present.
- 5.5. Student members may be required to absent themselves or to withdraw from meetings where matters of a confidential nature are to be discussed.
- 5.6. Minutes and papers relating to meetings of the Quality Assurance Committee will be distributed through a shared Google Drive in advance of meetings.

## **6. Reporting**

- 6.1. The Committee reports to Academic Council and, where appropriate, to the College Management Team and An Bord.

## **7. Review**

- 7.1. Terms of reference for the Quality Assurance Committee are reviewed on an annual basis.