

Quality Assurance Steering Committee

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</u>	Next review date	<u>September 2019</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. Membership of the Quality Assurance Steering Committee coincides, in significant measure, with that of the NCAD Programmes Board and meetings run consecutively (where feasible).

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 develop and keep under review NCAD's Quality Enhancement Strategy.
- 2.4 To monitor issues relating to quality in teaching and learning and research; and to make recommendations to Academic Council/College Management Team/or any other body, as appropriate.
- 2.5 To oversee and support unit¹s in undertaking self-assessment and peer review.
- 2.6 To monitor peer review follow-up action and quality improvement plans.
- 2.7 To develop and submit NCAD's Annual Quality Assurance Statement to An Bord, and publish NCAD's Annual Quality Enhancement Statement on the College Website.
- 2.8 To commission and consider thematic reviews associated with standards and quality.
- 2.9 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 units¹).
- 2.10 To receive review reports from relevant bodies and committees.
- 2.11 To have oversight of the monitoring and review of taught collaborative partnerships.

¹ 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.

Doc version	Approval date	Modified by	Summary of modifications
V01	November 2017	N/A	N/A
V02	October 2018	Kilian O'Callaghan	Membership; can recommend to AcCo

- 2.12 To monitor, and where necessary, recommend action in relation to developments in the external environment with implications for standards and quality.
- 2.13 To consider and report on any matter referred to it by the Director, Head of Academic Affairs & Research; Academic Council or College Management Team.
- 2.14 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 Assurance Statement for consideration by An Bord.
- 3.3 On the basis of the response of An Bord, the Committee recommends NCAD's Annual Quality Enhancement Statement for approval to Academic Council.
- 3.4 Significant changes to NCAD's Quality Assurance policy and procedures, and Quality Enhancement strategy require approval by Academic Council.
- 3.5. The Committee has authority to recommend items for approval at Academic Council and Programmes Board.
- 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:
 - 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)
 - Head of CEAD (ex officio)
 - An Officer of NCADSU
 - One undergraduate student representative
 - One postgraduate student representative

- Other members as nominated by the Committee (for specific purpose or time)

Related documents

- 4.2 The Director and the Registrar will be entitled to attend any meetings of this Committee.
- 4.3 The Head of Academic Affairs and Research shall be Chair of the Quality Assurance Steering Committee.
- 4.4 Academic Affairs will support the Quality Assurance Steering Committee.

5 Meeting Arrangements

- 5.1 The Committee 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.
- 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 a third 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

- 7.2 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.