

School Boards

Terms of Reference

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

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 School Boards

The Board shall:

- 2.1 Effectively realise delegated duties of Academic Council.

Programme Development

- 2.2 Support the development of strategic plans for education within the College. These plans shall be prepared within the overall planning framework for NCAD and cognisant of UCD Academic Regulations.
- 2.3 Ensure adherence to College regulations, policies and procedures in the delivery of the School's programmes.
- 2.4 Ensure that modules contributing to the School's programmes support the academic coherence of the programmes and the quality of the graduate output.

- 2.5 Make recommendations to the NCAD Programmes Board in relation to new programmes under development or revisions to existing programmes.
- 2.6 Establish, where appropriate and subject to NCAD and UCD regulations and policies, School-wide norms and guidelines regarding assessment and grading practice.
- 2.7 Promote excellence in education through the design and development of assessment strategies that are appropriate for the School's programmes and measure achievement of programme outcomes.
- 2.8 Agree recommendations to the NCAD Programmes Board regarding the structure and content of their programmes and any special regulations relating to their programmes.
- 2.9 Liaise with Academic Registry in relation to the admission of students to its programmes in accordance with NCAD regulations and policies.
- 2.10 Monitor internship opportunities undertaken by students, ensuring appropriate learning agreements are in place and implementing appropriate supervisory support for students.
- 2.11 Establish and monitor the suitability of partners and partner programmes for student Erasmus mobilities.
- 2.12 Monitor student applications for leave of absence from and transfer between programmes, in accordance with NCAD regulations and policies.
- 2.13 Where applicable, recommend appropriate supervisory arrangements for research students to Programmes Board.
- 2.14 Where a School Board proposes changes to a programme that have significant resource implications, these should be planned as part of the formal academic process and are subject to approval from the College Management Team prior to resources being invested in the changes.

Quality Assurance

- 2.15 Promote excellence in education through the quality assurance and enhancement of the School's programmes.
- 2.16 Establish, where appropriate and subject to NCAD and UCD regulations and policies, programme-wide norms and guidelines regarding teaching and learning approaches.
- 2.17 Support effective delivery of joint programmes through engaging with the NCAD Joint Programmes Board.
- 2.18 Monitor the academic welfare of students registered to programmes of the School, identifying students whose academic welfare is of concern and advising students on the supports available to them.
- 2.19 Solicit student feedback on programmes of the School to identify opportunities for programme development and enhancement that will benefit student wellbeing and success.

- 2.20 Report to the Quality Assurance Steering Committee (QASC) on Student Feedback in relation to wellbeing and considerations likely to affect student wellbeing and success (enhancement opportunities).
- 2.21 Establish in accordance with NCAD policy, mechanisms to assure and enhance the quality of educational and related activities, and participate fully in the quality assurance and quality enhancement processes of NCAD.
- 2.22 Oversee and enhance the academic quality of the School's programmes and the student learning experience, and report on quality enhancement to the QASC.
- 2.23 Prepare annual academic programme plans, addressing feedback from external examiners, students, academic staff and technical officers, and identifying resource implications of any proposed change in activity. Agreed plans will be subject to review by the QASC in respect of their alignment to the College strategic plan and as part of the development of the College's Annual Quality Enhancement Plan.

3 Composition of School Boards

- 3.1. The Boards shall consist of:
 - 3.1.1. The Head of School;
 - 3.1.2. Heads of Department within the School;
 - 3.1.3. Head of First Year Studies;
 - 3.1.4. Programme Leaders within the School;
 - 3.1.5. At least two Module Co-ordinators of its programmes and shared interdisciplinary modules;
 - 3.1.6. At least two representatives of programme teaching staff (other than those identified above);
 - 3.1.7. One representative of School Technical Officers;
 - 3.1.8. One representative of First Year Studies teaching staff;
 - 3.1.9. One student representative from each programme offered, both undergraduate and postgraduate;
 - 3.1.10. A representative of part-time staff (which should be rotated on a regular basis/annually/ each semester);
 - 3.1.11. One representative from each of the other School Boards.
- 3.2. The Heads of each School, Head of Academic Affairs, the Admissions Officer and Quality Officer, and the NCADSU President, will be entitled to attend meetings of all School Boards.
- 3.3. The Head of School or a nominee shall chair the relevant School Board.
- 3.4. The School Board meetings shall be minuted and supported by the School Secretary.

- 3.5. Special Purpose hours should be made available to allow a representative for part-time staff members to attend the School Board meetings, to gather input from part-time staff members, and to forward information from the School Board to those staff members.

4 Conduct of Business

- 4.1. Each School Board should meet at least twice per semester; meetings shall be aligned to the schedule of meetings of the NCAD Programmes Board, Academic Council and UCD's University Programmes Board.
- 4.2. The meetings of the Board shall be scheduled in the Academic Calendar before the start of each academic year.
- 4.3. Where the Head of School is unable to attend a meeting of the Board, s/he shall nominate a member of the Board to act as chairperson for that meeting.
- 4.4. Programme Leaders can, in exceptional circumstances, nominate an individual to attend and vote on their behalf, but cannot routinely delegate their responsibilities.
- 4.5. A meeting shall be considered to have a quorum when one third (1/3) of the members entitled to vote are present or represented.

5 Reporting Responsibilities

- 5.1. The School Boards will report to the NCAD Programmes Board and the NCAD Quality Assurance Steering Committee following each of their meetings.
- 5.2. A nominee from the First Year Art & Design Studies Board will report to each meeting on decisions agreed at the last meeting of the First Year Art & Design Studies Board.
- 5.3. A nominee from the NCAD Programmes Board will report to each meeting on decisions agreed at the last meeting of the NCAD Programmes Board.
- 5.4. Where possible, an annotated version of the minutes will be posted onto Google Drive or other appropriate forums.

Doc version	Approval date	Modified by	Summary of modifications
V2	09 May 2018	Kilian O'Callaghan	Last version 2014, major review of content
V3	26 Sept 2018	Siún Hanrahan; Kilian O'Callaghan	Technical Officer included in membership; NCADSU may attend meetings; Minor edits
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.