School Boards
Terms of Reference

		This policy is effective from	26 September 2018
Approval body	Academic Council	**Approval date**	26 September 2018
Owner	Head of Academic Affairs	**Next review date**	May 2019

1. Background

1.1. Four School Boards are established to co-ordinate the design, development, regulation, quality and delivery of programmes, both undergraduate and postgraduate, relating to each School: Design, Education, Fine Art and Visual Culture. The School Boards report to the NCAD Programmes Board.

1.2. The School Boards are separate to staff meetings in that the School Boards report to the Programmes Board, require official minutes to be recorded, and include student or Students' Union representation.

1.3. Staff members should refer to the Quality Assurance Handbook to clarify the links between NCAD's committees, boards and council, and how information flows up and down the hierarchy of committees.

2. Purpose and Functions of the School Boards

2.1. The School Boards are responsible to the NCAD Programmes Board and to Academic Council for the design, development, regulation, delivery and quality enhancement of the programmes under their remit.

2.2. The School Boards are also responsible for monitoring the overall performance of students registered to the programmes within their school, including Erasmus, exchange and part-time students, monitoring their progression and ensuring their academic welfare.

2.3. The School Boards recommend the structure and content of these programmes to the NCAD Programmes Board, and any regulations or policy which govern them, and make recommendations regarding the admission, progression, continuation and graduation of students registered to the programmes within their School to Academic Council.

3. Terms of Reference

3.1. The School Boards, shall for each programme within their remit:

3.1.1. Promote excellence in education by articulating the aims and outcomes of the programme and agree a strategy and academic plan for the School's programmes.

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

3.1.2. Agree recommendations to the NCAD Programmes Board regarding the structure and content of the programme and any special regulations relating to the programme.

3.1.3. Ensure that the modules contributing to the School's programmes support the academic coherence of the programmes and the quality of the graduate output.

3.1.4. Oversee and enhance the academic quality of the School's programmes and the student learning experience.

3.1.5. Establish, where appropriate and subject to NCAD and UCD regulations and policies, programme-wide norms and guidelines regarding teaching and learning approaches, student workloads and assessment and grading practice.

3.1.6. Admit students to its programmes in accordance with NCAD regulations and policies.

3.1.7. Adjudicate on student applications for leave of absence from and transfer between programmes, in accordance with NCAD regulations and policies.

3.1.8. Where a student's performance is deemed unacceptable, make recommendations to the NCAD Examination Board, through the Head of Academic Affairs, regarding a student's eligibility to continue in the programme.

3.1.9. Receive, consider, and act upon or respond to, recommendations from the Head of Academic Affairs.

3.1.10. 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.

3.1.11. Monitor and report to the NCAD Programmes Board on the progression and completion rates of students.

3.1.12. Support the development of strategic and operational plans for education within the College. These plans shall be prepared within the overall planning framework for NCAD and cognisant of UCD Academic Regulations.

3.1.13. Support effective delivery of joint programmes through engaging with the Joint Programmes Committee.

3.2. The School Boards shall prepare annual academic programme plans, addressing feedback from external examiners, students and technical officers, and identifying resource implications of any proposed change in activity. The plans shall be developed in consultation with the NCAD Programmes Board and Office of Academic Affairs. Agreed plans will be subject to review and approval at Academic Council level for their alignment to the programme and College strategic plan. School Boards will also be required to prepare strategic academic programme plans at regularly-identified intervals.

3.3. Where a School Board proposes changes to a programme that have significant resource implications, these should be planned as part of the formal academic planning process,

and should seek approval from the College Management Team prior to resources being invested in the changes.

3.4. The School Boards shall, within the resources available, ensure that appropriate supports are in place to meet the welfare, pastoral and academic administrative needs of students registered to the programmes.

3.5. The School Boards shall work with the NCAD Programmes Board and Academic Affairs to promote the programmes both internally and externally.

3.6. The School Boards shall foster fruitful relationships with external and professional bodies, other stakeholders and alumni relevant to the programmes and their contemporary relevance.

3.7. The School Boards can nominate as many Programme Leaders and Module Coordinators as necessary, and determine their roles and responsibilities, on the recommendation of the Head of School and NCAD Programmes Board.

3.8. The School Programmes Board shall hold an Annual Programme Planning Forum at the end of each academic year. The major strategic and operational decisions facing the Board and arising from stakeholder feedback during the year should be presented to the Forum, and the input and advice of the Forum sought and taken into consideration by the Board.

3.9. The School Boards shall hold Programme Review Forums for each programme within their remit, at least once per semester. The Programme Review Forums should include students and all academic staff involved in the delivery of a programme within the remit of the Board. The module-level feedback from students received through these forums should be recorded and responded to as part of the School's Annual Programme Planning Forum.

4. Composition of School Boards

4.1. The Boards shall consist of:

4.1.1. The Head of School (or their nominee);

4.1.2. Heads of Department within the School;

4.1.3. Head of First Year Studies;

4.1.4. Programme Leaders within the School;

4.1.5. At least two Module Co-ordinators of its programmes and shared interdisciplinary modules;

4.1.6. At least two representatives of programme teaching staff (other than those identified above);

4.1.7. One representative of School Technical Officers;

4.1.8. One representative of First Year Studies teaching staff;

4.1.9. One student representative from each programme offered, both undergraduate and postgraduate;

4.1.10. A representative of part-time staff (which should be rotated on a regular basis/annually/ each semester);

4.1.11. One representative from each of the other School Boards.

4.2. 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.

4.3. The Head of School shall chair the relevant School Board.

4.4. The School Board meetings shall be minuted and supported by the School Secretary.

4.5. 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.

5. Conduct of Business

5.1. 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.

5.2. The meetings of the Board shall be scheduled in the Academic Calendar before the start of each academic year.

5.3. Where the Head of School (or their nominee) is unable to attend a meeting of the Board, s/he may nominate a member of the Board to act as chairperson for that meeting.

5.4. Programme Leaders can, in exceptional circumstances, nominate an individual to attend and vote on their behalf, but cannot routinely delegate their responsibilities.

5.5. A meeting shall be considered to have a quorum when one third (1/3) of the members entitled to vote are present or represented.

6. Reporting Responsibilities

6.1. The School Boards will report to the NCAD Programmes Board following each of their meetings.

6.2. 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.

6.3. A nominee from the NCAD Programmes Board will report to each meeting on decisions agreed at the last meeting of the NCAD Programmes Board.

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