



ICHAS

Section 2 (a) – Terms of Reference for Decision Making Structures

Subject:	Terms of Reference for Programme Boards		
Date Approved by Board of Directors:		July 2019	
Policy Version	1/2019	Date due for Revision	July 2020

PURPOSE (including Scope of Functioning/ Key Responsibilities and Accountabilities)

Programme Boards are sub committees of Academic Council established for the purposes of assuming responsibility for the ongoing monitoring and development of a programme or suite of programmes.

Within ICHAS, a Programme may have an individual Programme Board or where substantial elements of programmes have common elements, Programme Boards may be established for a suite of Programmes. All Programmes will have a Programme Director appointed. Where Programmes share a Programme Board, then the meetings of the Programme Board will be chaired by the Director of either Undergraduate or Postgraduate Studies. In these situations, each Programme Director works collaboratively with the relevant Director of Studies in relation to the development, approval, review and revalidation processes and to monitoring, continuously improving, and managing the delivery of programmes.

MEMBERSHIP

The membership of Programme Boards normally comprises the following:

- Vice President (Academic Affairs)
- Director of Undergraduate or Postgraduate Studies (as appropriate)
- All Module leaders/Lecturers on the Programme
- Registrar
- Educational technologist
- Programme Co-ordinator
- Quality Assurance & Enhancement Officer,
- Student representatives from each stage of the Programme
- Placement Manager (if relevant)
- Employer representative if associated with the programme
- Information Systems representative

ROLE AND RESPONSIBILITIES

Each Programme Board:

- Monitor and manage the programme for which it has responsibility throughout the period of Validation and in that regard will be guided by the programme validation documentation.
- Ensure that the programme is reviewed annually for content and structural relevance.
- Review the Schedule and attendance requirements.
- Review and monitor Entry Requirements and make recommendations to Academic Council as appropriate.
- Review and monitor Transfer and Progression patterns and make reports as appropriate to Academic Council.
- Review and monitor patterns of performance and award classifications as appropriate) at each stage of the programme and make reports as appropriate to Academic Council.
- Ensure that the programme meets and continues to meet the relevant Award standards through the programme validation cycle.
- Ensure that curricular content, teaching and assessment strategies are fit for purpose and continue to appropriately address the Programme and modular learning outcomes as approved at Validation.
- Ensure that recommendations of external examiners are actioned where possible and highlight any issues and report to Academic Council as appropriate.
- Consider issues that may impact on or may arise from time to time regarding the student experience as well as student performance and make appropriate recommendations or act accordingly.
- Prepare and submit annual and periodic Programme Monitoring Reports to the Quality & Standards Committee and Academic Council.
- Implement action plans identified in the report and implement recommendations or actions as appropriate.
- Engage in ongoing planning of assessment.
- Ensure appropriate and regular assessment feedback structures are in place and functioning to provide feedback to and receive feedback from learners.
- Review feedback and feedback mechanisms from students as appropriate, and report to the Quality Standards Committee and Academic Council.
- Identify and share good teaching, learning, and assessment practice between Lecturers.
- Monitor and report on student attendance rates, student retention, progression and success rates, and make recommendations to the Academic Council.

Role of the Programme Director/Chair of the Programme Boards.

- Facilitate meetings of Programme Board.
- Ensures that the Programme Board is properly constituted so as to be able to effectively monitor programme implementation and issues impacting on the student experience, with due regard to expected Programme learning outcomes and Award Standards.
- Liaise with the Director of Studies/Vice President Academic Affairs and the Office of the Registrar and the Quality Assurance & Enhancement Officer as required.

- Prepare and submit Annual or Periodic Reports to both the Quality Standards Committee and Academic Council that will address issues such as:
 - Programme structure, content, curricular design.
 - Effectiveness of teaching resources (including Technology supported learning infrastructures).
 - Effectiveness of teaching, learning, and assessment strategies.
 - Entry Requirements and standards,
 - Student Transfer, progression and achievement.
 - Student support and guidance services.
 - Adequacy of learning resources and recommendations for changes.
 - Reports on Student, Faculty or other stakeholder feedback.

Role & Expectations of Members of the Programme Board

- Members of Programme Boards are expected to actively participate in at least three of the four meetings each year, unless excused by the Programme Director/Chair .
- The Programme Board may elect a vice chairperson from amongst its members who shall act as vice chairperson for a two-year period.

Operating Procedures

The Chair of the Committee convenes meetings with adequate notice.

- At the commencement of the meeting, the Chair outlines the procedures of the meeting.
- Meetings are held in a timely and efficient manner.
- Minutes are recorded and be available to any internal Committee or if necessary, to the Academic Awarding Body.

Appointment to Programme Boards

- Appointments to Programme Boards are made by Academic Council on the recommendation of the Vice President (Academic Affairs)
- Ex Officio members are appointed by Academic Council for a duration to be decided by Governing Authority.
- Faculty and support staff associated with the Programme are appointed by Academic Council for a period of three years and may be re-appointed.
- Student Representatives are nominated by peers and appointed by Academic Council and normally hold office for one year and may be reappointed.

Meetings of Programme Boards

Frequency of Meetings: Programme Boards meet twice per semester, with the initial meeting usually taking place within four weeks of semester commencement.

Quorum: Meetings of Programme Boards normally require 50% of its membership in attendance plus one additional member. However, in exceptional circumstances, Programme Boards may conduct business provided that the Director of Programme/

Chair is satisfied that both those in attendance as well as the reports collected are sufficient to conduct business properly.

Powers of Decision Making: Decisions of Programme Boards are normally arrived at by consensus. In the absence of consensus, decisions will be made by open ballot. In the event of a tied vote, the Chairperson has the casting vote. All decisions are minuted and formally recorded.

Reporting Relationships: Programme Boards report to Academic Council.