| Document Name and Version | 2.9 Terms of Reference of Programme Boards |
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| Policy Number | 2.9 |
| Policies that Interact with 2.9 | Policy 2.7 Terms of Reference of Academic Council<br>Policy 2.8 Terms of Reference of Senior Management Team<br>Policy 9.3 IICP College New Programmes Policy<br>Policy 9.4 IICP College Monitoring and Evaluation Policy.<br>Policy 9.5 IICP College Programme Review and Revalidation |
| Approval Body | Academic Council |
| Date of Approval | February 2020 |
| Date Policy Comes into Force | 25th January 2021 |
| Date of Review | 2025 |
| Revisions | |

1. **Preamble.**

   1.1. The Academic Council [AC] establishes a Programme Board for every Programme of study at IICP College leading to an award.

   1.2. Each Programme Board is responsible for the monitoring, operational management and quality review of its programme and constituent modules.

   1.3. Each Programme Board reports to the AC on an annual basis, and periodically as required.

   1.4. The Programme Board operates within the framework of the quality assurance policies and procedures and regulations of IICP College.

   1.5. *Regulatory Compliance:* This policy addresses:

      *1.5.1.* *QQI* Core Statutory Quality Assurance Guidelines[1]requirement for the Terms of Reference for Governance Bodies to be documented (p. 5).

      *1.5.2.* QQI Sector Specific Independent/Private Statutory Quality Assurance Guidelines[2] requirement for Governance to be covered by quality assurance policies (Appendix A: Documented Approach to Quality Assurance Procedures, p. 7).

      1.5.3. Standards and Guidelines for Quality Assurance in the European Higher Education Area, 2015, Part 1 requirement that the organisation of the quality assurance system; is documented (Section 1.1, p. 11).

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[1] Quality and Qualifications Ireland. (2016) *Core Statutory Quality Assurance Guidelines.* Available at: https://www.qqi.ie/Downloads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf (Accessed 28 November 2018).

[2] QQI *Sector Specific Independent/Private Statutory Quality Assurance Guidelines developed by QQI for Independent/Private Providers coming to QQI on a Voluntary Basis* (2016). Available at: https://www.qqi.ie/Downloads/Sector%20Specific%20Quality%20Assurance%20Guidelines%20V2.pdf (Accessed 28 November 2018).

**2. Purpose.**

2.1. This policy sets out the Terms of Reference of the Programme Boards of IICP College.

**3. Scope.**

3.1. This policy relates to all Programme Boards in IICP College.

**4. Policy.**

4.1. Each Programme Board is a subcommittee of the Academic Council [AC] and reports to the AC. Each Board is responsible for the effective management, operation and review of its Programme. In carrying out its functions, each Programme Board is cognisant of the IICP College mission and strategic direction. In accordance with the College's mission statement it fosters integrity and high standards in academic and professional activities.

4.2. The academic staff of programmes in IICP College consist of the Head of Academic Studies, programme leaders, assistant programme leaders, programme coordinators, lecturers, tutors and teaching assistants. Where the efficient coordination of a programme so requires, different combinations of these roles may be introduced.

**5. Procedures.**

5.1. *Composition:* The membership of a Programme Board shall consist of:

5.1.1. The Head of Academic Studies (ex-officio member).

5.1.2. The Programme Leader, who shall act as Chair (ex-officio member).

5.1.3. The Programme Co-ordinator, who shall act as secretary (ex-officio member).

5.1.4. Each full- time member of academic staff teaching on the programme (ex-officio members).

5.1.5. Part-time members of academic staff teaching on the programme co-opted as appropriate;

5.1.6. Learner representative(s) from within each academic programme may be invited to join the programme board, subject to the requirements of each programme and subject to the exclusion of such learner members during discussion of reserved confidential items, e.g. matters relating to individual.

5.2. *Duration of appointments:*

    5.2.1.  Ex-officio members are appointed for the duration of employment. Other staff and learner members are appointed for a period of three years, which may be extended where a majority of the Programme Board agree.

5.3. *Conflict of Interest:*

    5.3.1.  All nominees are required to declare any conflict of interest.

5.4. *Reporting responsibilities:*

    5.4.1.  The secretary of each programme board shall keep minutes, which are made available to reviews as appropriate.

    5.4.2.  The Programme Board reports annually to the AC, using the Annual Quality Report template.

    5.4.3.  The Programme Board reports to the Registrar in accordance with IICP College Programme Monitoring Policy.

5.5. *Decision making:*

    5.5.1.  Due to its collegial nature, the Programme Board aims for decision making by consensus: that is that no decision is made against the will of an individual or a minority. If significant concerns remain unresolved, then it is expected that the Programme Board will attempt, in the first instance, to find a resolution. If this is not possible then the Programme Board may proceed by the vote of a simple majority. However, dissenting opinions should be recorded in the minutes, and brought to the attention of the AC.

5.6. *Meetings:*

    5.6.1.  The frequency of meetings is at least 3 times per year.

5.7. *The Responsibilities of the Programme Board are as follows:*

5.7.1. Each Programme Board is responsible for the monitoring, operational management and quality review of its programme and constituent modules. In particular, each programme board undertakes the following functions:

5.7.2. <u>Monitoring and Review:</u>

    5.7.2.1. To monitor and review the programme in accordance with approved documentation.

    5.7.2.2. To review annually the structure, content, entry requirements, curriculum and assessment, learning environment and learner supports.

    5.7.2.3. To review annually programme data, including enrolment, retention, completion and attrition rates; awards classifications and results; and where possible benchmark against similar programmes. Where available, QQI comparative data should be used for this purpose.

    5.7.2.4. To maintain a record of the evolution of the programme.

    5.7.2.5. To maintain a record of learner enrolment, retention, progression, completion, attrition, as well as the progress of learners with reference to IICP College procedures as required, including Academic Integrity Policy, Welfare and Wellbeing policy, Suitability to Practise Policy, Continuance to Practise Policy and Disciplinary Policy and Procedure.

5.7.3. <u>Operational Management.</u>

    5.7.3.1. To monitor and record each learner's performance on each stage of the programme in line with the approved programme schedule and assessment strategies.

    5.7.3.2. To ensure that adequate consultative mechanisms are in place.

    5.7.3.3. To consider, report on and make recommendations on the basis of, feedback from learners, teachers, support and administration staff, employers, and other internal and external stakeholders.

    5.7.3.4. To deal effectively with matters of a routine and operational nature throughout the academic year.

    5.7.3.5. To liaise with and report to the Registrar as appropriate, including providing sufficient information on the quality of the learning environment and trends and anomalies in programme data (including enrolment, retention and completion; awards outcomes; stakeholder feedback).

5.7.4. <u>Quality Assurance.</u>

    5.7.4.1. To review annually the operation of the course, consider proposals for its improvement and submit annually a report on the course to the Registrar for presentation to the Academic Council. This report, called the Annual Programme Quality Report, should consider all matters contained in IICP College's monitoring policy and procedure. A pro forma APQR is available in Programme Monitoring Policy (Policy 9.4) Section 6.2.

    5.7.4.2. To participate in the Quality Assurance Procedures, and to contribute as appropriate to the definition, implementation and ongoing review of Quality Assurance policy and procedures.

    5.7.4.3. To engage with programme reviews and participate in such reviews, including the preparation of relevant documents and the attendance at site visits.