


#	POLICY TITLE:	POLICY AREA:	VERSION:	DATE ADOPTED :
	3.13 TERMS OF REFERENCE OF THE PROGRAMME COMMITTEE	3) PROGRAMMES OF EDUCATION AND TRAINING	4.0	August 2020

Introduction and Context

Each programme in the College will have a Programme Committee to undertake, on behalf of the Academic Board, responsibility for programme management, development, delivery, monitoring and evaluation in accordance with regulations stipulated by QQI and as agreed by the College's QA.

Each Programme Committee is a sub-committee of the Academic Board.

The purpose of this document is to outline the purpose, composition, role and responsibilities of the Programme Committee.

Terms of Reference:

- To monitor the implementation of programmes of study as defined in the Programme document and Approved Programme Schedule;
- To review annually the structure, content, entry requirements, curriculum and assessment strategies of the programme;
- To ensure the maintenance of academic and professional standards for the programme/s concerned, ensuring they conform to benchmarks and sectoral conventions determined by QQI and the criteria contained in the National Framework of Qualifications;
- To ensure that all proposed changes to Programmes are dealt with as per QA 11.3: Programme Modification;
- To ensure that any proposed minor changes are recorded in the Minutes of the Programme Committee at which they were discussed, and sent to the Director of Quality and Academic Affairs for review and the Academic Board for approval, prior to being incorporated into the running of the Programme;
- To maintain a record of the evolution of the programme of study since its approval by QQI;
- To participate in the Quality Assurance Procedures as defined and agreed by the Academic Board in relation to internal evaluation of programme/s and to participate in such periodic external peer reviews as required e.g. Programmatic Reviews, and Institutional Reviews
- To contribute as appropriate to the implementation and ongoing review of Quality Assurance policy and procedures within the College, e.g. those relating to evaluation of student experience, RPL, Access, Transfer and Progression, Learner Information, Learner Induction etc;
- To oversee routine operational matters for staff and students;
- Monitoring and recording student performance on each stage of the programme in line with the assessment strategies approved for the programme as a whole, and providing the Programme Manager with the necessary information to keep and maintain formal records of assessment for each student;

Decisions and Reporting Structure:

Programme Committees are not decision-making bodies. Proposed changes emerging from Programme Committee meetings are referred, through minutes and the Annual Programme Report, to the Director of Quality and Academic Affairs for review and to the Academic Board for approval before they are implemented.

Composition of the Programme Committee:

Membership consists of the followings:

- The Programme Director: Chair [ex-officio];
- The Deputy Programme Director/s [ex-officio]
- The Programme Manager [ex-officio]
- Full-time members of academic staff teaching on the programme;
- Part-time members of academic staff teaching on the programme – co-opted as appropriate;
- A learner representative selected by democratic election by his/her class group with due respect to gender balance; the exclusion of such student members during discussion of reserved confidential items, e.g. matters relating to individual students.¹
- The Programme Director may further extend the participation at certain Programme Committee meetings to other College and/or external participants to support fuller discussion of specific agenda items e.g the Student Engagement Officer or Learner Welfare Officer.

Frequency of Programme Committee Meetings

Programme Committee meetings normally take place **twice a year (June/August) with a smaller review meeting at the end of Semester One (Jan)** (see below, a sample order of business).

All programme teaching staff are entitled to and should contribute to the Programme Committee's formal annual programme evaluation detailed in the Annual Programme Report (APR)

Responsibilities of Chair**Programme Director has responsibility for:**

- Convening the Programme Committee
- Nominating a deputy if unavailable
- Acting as chair of the Programme Committee with overall responsibility for the work of the Committee.

¹ The Programme Committee reserves the right to carry out reserved business in the absence of learner participation should the need arise.

- Ensuring minutes are kept and made available. The Chair ensures that minutes/action points are recorded for each Programme Committee meeting and made available to all participants and interested parties internal and external e.g internal the DQAA and external the External Examiner.
- Producing a Programme Report on an annual basis, to be submitted to the Director of Quality and Academic Affairs for review and the Academic Board for approval and following up on any recommendations made as a result of the Programme Committee Meeting/s (QA 11.2 : Annual Programme Review; FQA 11.2: Annual Programme Report APR)
- Making recommendations on requirements for staffing and other resources as required for the proper running of the Programme
- Considering any matters referred to it by the Director of Quality and Academic Affairs, the Academic Board, the Teaching Learning and Assessment Committee or other authorities / individuals within the College.

Meetings:	Person/s Responsible	Records generated to ensure evidence of follow through
<p><u>Sample Programme Committee Order of Business (June)</u> Meeting: (End of academic year) The Programme Committee</p> <ul style="list-style-type: none"> - Reviews assessment results and assessment feedback - Reviews examination results - Reviews learner and other feedback gathered and acted upon during the year - Reviews continued relevance of programme and module learning outcomes - Reviews any proposed programme modifications - Reviews effectiveness of current assessment procedures and makes recommendations where necessary - Agrees timeframe for lecturer submission of assessment tasks and examination papers for next academic year - Contributes to the Annual Programme Report - Liaises with Student Engagement Officer re induction issues for next academic year <p><u>Sample Programme Committee Order of Business (Aug)</u> Meeting: Beginning of academic year, before learner induction</p> <ul style="list-style-type: none"> - Reviews assessment results (summer and autumn) and External Examiner report 	<p>PD/DPD/ Programme Coordinator other centres/ Programme Manager/ Programme Staff Student Engagement Officer</p>	<p>Stakeholder feedback Lecturer feedback Learner feedback Placement feedback</p> <p>Annual Programme Report</p>

<ul style="list-style-type: none"> - Liaises with Student Engagement Officer re induction - Confirms planning and preparation completed throughout the summer to include... <ul style="list-style-type: none"> - Module staffing - Staff information (handbook/QA etc) - Module Outlines - Learner information (handbooks, timetables, etc.) - Assignment briefs for review by the T,L&A Board - Timeframe for learner submission of completed assignments - List of correctors and internal moderators - Lists of proposed research supervisors (where appropriate) - Guidelines for research supervision (where appropriate) - Placement procedures/regulations/documentation for staff and learners. - Finalising the APR - Any other planning deemed necessary to the good running of the programme 	<p>PD/DPD Programme Coordinator/PT Programme Team Programme Manager Student Engagement Officer</p>	<p>Minutes Exam boards Staff meetings etc Learner Engagement Reports</p>
<p><u>Sample Programme Committee Order of Business (Jan)</u></p>		
<p>Meeting: (Mid-Year review)</p> <ul style="list-style-type: none"> - Reviews assessment results from semester one - Reviews learner and other feedback gathered - Consider actions to be taken based on feedback - Liaise with Student Engagement Officer re any on-going learner issues - Reviews (with Programme Manager) on-going timeframe for learner submission of completed assignments - Reviews (with Programme Manager) on-going list of correctors and internal moderators - Reviews any programme issues related to staffing/timetabling etc. - Minutes to DQAA and report submitted as requested to Academic Board 	<p>PD/DPD Programme Coordinator/PT Programme Team</p>	

Policy Control Sheet

Policy	QA 3.13 Terms of Reference of Programme Committee
Version	4.0
Adopted/Effective	August 2020
Supersedes	Version 3.0
Monitoring/Next Review Date	Every 2 years /August 2022
Responsible Officer(s) Designated Reviewer(s)	Director of Quality and Academic Affairs(DQAA) PD's/DPD's
Scope	College Wide

References

SNMCI Policy area	3) Programmes of Education and Training: QA Vol 2
Developed with reference to	QQI <i>Statutory Quality Assurance Guidelines</i> (2016); <i>Standards and Guidelines for Quality Assurance in the European Higher Education Area</i> (ESG 2015)
Related SNMCI Policies / Forms	QA 11.2: Annual Programme Review; FQA 11.2 : Annual Programme Report APR

Revision

Revision Number/Date	Revision Description	Originator	Approved By
4.0/August 2020	General update based on application for Blended Status	DQAA	AB