
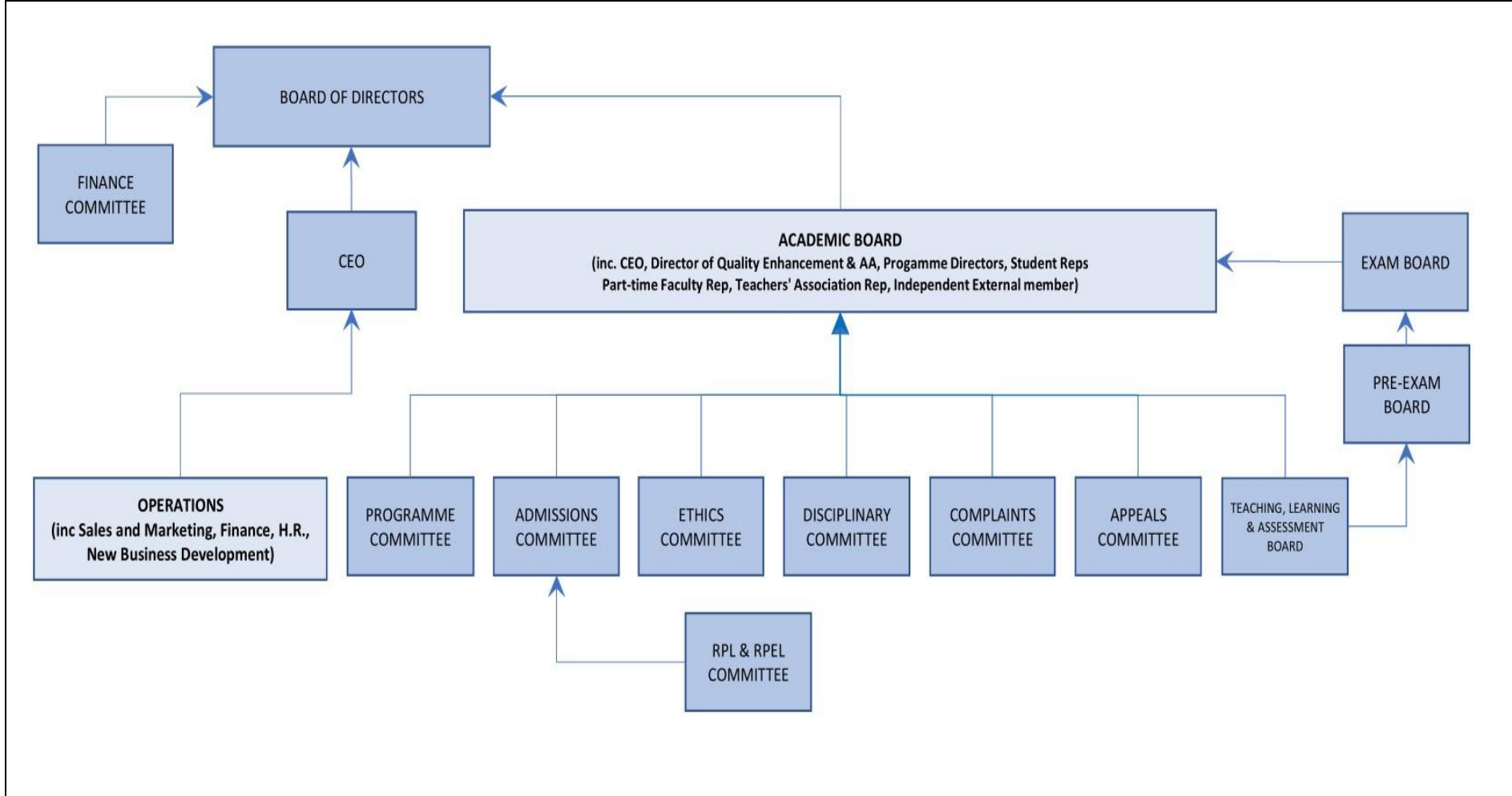


#	POLICY TITLE:	POLICY AREA:	VERSION:	DATE:
	<b>2.3 ACADEMIC FRAMEWORK: BOARDS AND COMMITTEES</b>	DOCUMENTED APPROACH TO QUALITY ASSURANCE	3.0	August 2020



## Introduction and Context

The College has a number of boards and committees which make up the academic framework of the College.

This document is a summary document indicating the responsibilities of each, the composition of each, the frequency of meeting and the documentation supplied by each. See where QA indicates more comprehensive outline) All Boards and Committees interact to collectively form a framework, implementing, monitoring, reviewing and evaluating all quality assurance measures.

<b>Boards and Committees</b>	<b>Composition</b>	<b>Frequency/ Records</b>
<p><b>Academic Board (QA 2.4 Academic Board TOR)</b></p> <ul style="list-style-type: none"><li>- Establishes the principles underpinning quality in SNMCI and approves the Quality Assurance Framework.</li><li>- Ensures that a fit-for-purpose academic administration system is in place and applied consistently to the entire learner experience and lifecycle</li><li>- Ensures that the College academic policies relating to teaching and learning are consonant with the College mission and strategic plan</li><li>- Ensures that appropriate academic standards are consistently adopted, applied and maintained in academic programmes</li><li>- Monitors the design, development and implementation of programmes of study in accordance with the functions of the College</li><li>- Ensures that the quality and standard of provision is routinely monitored through annual monitoring, validation and review procedures</li><li>- Ensures that the regulatory framework governing the assessment and examination of learners is fairly operated</li><li>- Approves External Examiner nominations</li><li>- Establishes and approves the terms of reference of various subcommittees including their decision-making powers.</li><li>- Reviews reports and recommendations received from its sub- committees</li><li>- Considers any matters referred to it, as appropriate, by other authorities or individuals within the College.</li></ul>	<p>DQAA (Chair) Programme Directors Head of Examinations and Registrations Student Representative Independent External Advisor</p> <p><b>In attendance:</b> CEO <b>By Invitation:</b> Any member of staff with business for the Board</p>	<p><b>Meets:</b> Normally 4 times per year</p> <p><b>Documentation:</b> Agenda Minutes Reports to Board of Trustees</p>

<ul style="list-style-type: none"> <li>- Monitors and reviews College academic management, including: <ul style="list-style-type: none"> <li>- New programme approval</li> <li>- Institutional feedback</li> <li>- External examiner feedback</li> <li>- Staff Development Policy</li> <li>- Academic Appeals</li> <li>- Annual Programme Reviews</li> <li>- Learner Feedback /Employer Feedback/Graduate Feedback</li> </ul> </li> </ul>		
<p><b>Quality Enhancement Committee:</b>  The main function of the Quality Enhancement Committee is to support the College’s mission and strategy for excellence in teaching, learning, research and related College activities through developing and embedding a culture of quality enhancement based on the outcomes of robust ongoing reviews and analysis.</p> <p><b>Operations:</b></p> <ul style="list-style-type: none"> <li>- foster a quality culture throughout the College through innovation, the sharing of good practice and development of excellence in teaching, learning, research and related services;</li> <li>- oversee the development of College’s quality assurance and enhancement policies and procedures, informed by national and international policy developments, that support strategic goals for excellence and the identification of good practice;</li> <li>- facilitate student engagement in quality assurance and enhancement activities;</li> <li>- ensure that College quality review policies and procedures meet the national and European requirements;</li> <li>- recommend policy and procedures for ensuring the integrity of programmes in the College;</li> <li>- review and analyse the outcomes of quality processes and identify any required strategic enhancement activities;</li> <li>- Produce an Annual Quality Report for the Academic Board and submission to QQI;</li> </ul>	DQAA (Chair) Programme Directors DPD’s Head of Examinations and Registrations Instructional Designer Learner Welfare Officer Student Engagement Officer <b>By Invitation:</b> Any member of staff proposing changes to QA or new QA	<b>Meets:</b> Three times year With additional meetings if required. <b>Documentation:</b> Reports on Quality to Academic Board

<p><b>Research Committee: (QA 5.11: TOR Research Committee)</b>  The key objective of the SNMCI Research Committee (RC) is to guide the College in strategy, policy and approach to research activity in the College</p> <p><b>Operations:</b></p> <ul style="list-style-type: none"> <li>- To promote excellence in all areas of research in the College;</li> <li>- To review the goals and monitor the implementation of the College’s Research Strategy;</li> <li>- To consider and make recommendations to the Academic Board on issues relating to research;</li> <li>- To liaise with the Ethics Committee on the monitoring and review of research activity, (staff and students);</li> <li>- To contribute to the development of policy to ensure that there are appropriate procedures for addressing ethical, integrity and governance issues raised by the research of staff and students;</li> <li>- To contribute to the development of College infrastructure supporting the development of research and scholarship;</li> <li>- To use staff research to enhance teaching and learning, fulfilling the College’s mission to support and encourage students as self-directed, life-long learners.</li> </ul>	<p>Chair;  Nominated (CEO as of 2020)  DQAA  Three nominated members  Three academic staff (application)  One student representative  Instructional Designer</p>	<p><b>Meets: Twice a year</b></p>
<p><b>Admissions Committee: (QA 3.4: Admissions; QA 3.5: TOR Admissions Committee)</b></p> <ul style="list-style-type: none"> <li>- Monitoring and review of admissions procedures including entry via RPL and RPEL.</li> <li>- Reports on admission trends, lead to application to enrolment conversions</li> <li>- Adjudicating admissions and deferral appeals</li> <li>- Considering any matters referred to it, as appropriate, by the Academic Board</li> </ul>	<p>Admissions Officer (Chair)  Head of Examinations and Registrations  Programme Directors  DQAA</p>	<p><b>Meets: Twice a year</b>  <b>Documentation:</b>  Reports on trends to Academic Board</p>

<p><b>RPL/RPEL Committee: (QA 3.6: RPL: QA 3.7: TOR RPL Committee)</b></p> <ul style="list-style-type: none"> <li>- Notes, approves (or otherwise) recommendations made by PD's DPD's and DQAA in cases of Certified Prior Learning and Prior Experiential Learning;</li> <li>- Determine entry stage and exemptions</li> <li>- Notifies learners, registration office, PD's and the finance officer of the decisions of the RPL Committee (Chair)</li> <li>- Publishes decisions on the internal group dripper (Chair)</li> <li>- Compiles annual report for Academic Board (Chair)</li> <li>- Conducts annual review of RPL policy; (Chair and QA)</li> </ul>	<p>Head of Examinations and Registrations (Chair) Admissions Officer Programme Directors DQAA as required for issues of RPEL</p>	<p><b>Meets:</b> As required <b>Documentation:</b> RPL Minutes RPL individual applicant report Reports with the Admissions Committee TO Academic Board</p>
<p><b>Programme Committee (QA 3.13 TOR Programme Committee)</b></p> <ul style="list-style-type: none"> <li>- To monitor the implementation of programmes of study as defined in the Programme document and <b>Approved Programme Schedule;</b></li> <li>- To review annually the structure, content, entry requirements, curriculum and assessment strategies of the programme;</li> <li>- To review annually resources needed to deliver the programme from an academic perspective e.g. instructional design, IT upskilling and support in the delivery of modules and assessment;</li> <li>- 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;</li> <li>- To ensure the maintenance of academic and professional standards for the programme/s concerned, ensuring they conform to benchmarks and conventions determined by any other professional body, as appropriate e.g. Teaching Council, PSI, CORU;</li> <li>- To ensure that all proposed changes to Programmes are dealt with as per QA 11.3: Programme Modification;</li> </ul> <p>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</p>	<p>Programme Director: Chair [ex-officio]; Deputy Programme Director/s [ex-officio] Programme Manager [ex-officio] Full-time and Part-time members of academic staff teaching on the programme; Instructional Designer; Learner representative <b>By Invitation:</b> as requested e.g the Student Engagement Officer or Learner Welfare Officer.</p>	<p><b>Meets:</b> Twice a year with a review meeting at the end of Semester One <b>Documentation:</b> Minutes Stakeholder Feedback Learner Feedback Lecturer Feedback Learner Engagement Reports Learner Information  Reports to AB as requested</p>

<p>and Academic Affairs (DQAA) for review and the Academic Board for approval, prior to being incorporated into the running of the Programme;</p> <ul style="list-style-type: none"> <li>- To maintain a record of the evolution of the programme of study since its approval by QQI;</li> <li>- 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</li> <li>- 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;</li> <li>- To oversee routine operational matters for staff and students;</li> <li>- 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 maintain assessment on the College's VLE Moodle;</li> </ul>		<p>Annual Programme Report (FQA 11.2 APR)</p>
<p><b>Ethics Committee: (QA 5.9 TOR and Operating Procedures Ethics Committee)</b></p> <ul style="list-style-type: none"> <li>- To foster an environment that encourages best ethical practice in all areas of research.</li> <li>- To promote awareness of relevant legislation, national and international, and best practice in research</li> <li>- To continue to improve and upgrade awareness in respect of ethics, research and integrity.</li> <li>- To ensure that the College policies relating to research are in agreement with the College mission and strategic plan</li> <li>- To ensure the implementation of the research regulations of the College</li> <li>- To review and advise on all research proposals undertaken in the College's name</li> <li>- To convey to applicants in a timely manner all constructive comments, suggestions and recommendations identified during the review process.</li> </ul>	<p><b>Selected/Invited:</b> (Chair)  <b>Ex Officio:</b> Programme Directors of programmes where learners must complete a research dissertation /project as part fulfilment of the award. Three staff members with experience and expertise as researchers and subject specialists</p>	<p><b>Meets:</b> Normally Twice per Year but may be convened as required  <b>Documentation:</b> Minutes of Ethics Committee meetings  Response report for each submission to the EC  <b>QA 5.6</b> Research Policy</p>

	<p><b>By invitation:</b> external member as deemed relevant</p>	<p><b>QA 5.7:</b> Code of Good Practice for Student Research  <b>QA 5.10</b> Guidelines on Supervision of Student Research</p>
<p><b>Teaching, Learning and Assessment Board: (See QA 6.3: TOR Teaching, Learning and Assessment Board)</b></p> <ul style="list-style-type: none"> <li>- Facilitate best practice in teaching, learning and assessment by raising awareness of current initiatives;</li> <li>- Facilitate best practice in the use of educational technologies to support blended learning;</li> <li>- Oversee the preparation, review and enhancement of academic support including pedagogical design frameworks for successful delivery of blended programmes;</li> <li>- Promote continuing staff professional development;</li> <li>- Support new lecturing staff through the development of ‘technical skills’ modules; - Promote academic integrity;</li> <li>- Organise teaching, learning and assessment workshops for staff;</li> <li>- Liaise with PD’s on issues in teaching, learning, and assessment pertaining to their Programmes;</li> <li>- Review the academic rules, regulations and assessment strategy for all programmes (assignments, examinations and assessment schedules; - Report annually to the Academic Board;</li> </ul>	<p>DQAA(Co-Chair)  Instructional Designer (Co- Chair)  Programme Directors  Deputy Programme Directors  Head of Examinations and Registrations  Learner Welfare Officer  <b>By invitation:</b> external member as deemed relevant</p>	<p><b>Meets:</b> Normally five times a year  <b>Documentation:</b> Minutes of meetings</p>
<p><b>Pre-Exam Board: (See QA 6.12: Pre-Examinations Board: TOR)</b></p> <ul style="list-style-type: none"> <li>- Confirm, with the Head of Examinations, that all marks presented are accurate and authentic</li> </ul> <p>Discuss documented Mitigating Circumstances raised by Programme Directors and make determinations regarding reassessment procedures</p>	<p>DQAA  Programme Directors  Deputy Programme Directors</p>	<p><b>Meets: Once per year following Semester One</b></p>

<ul style="list-style-type: none"> <li>- Discuss issues of reassessment where there were no Mitigating Circumstances and make determinations regarding same.</li> <li>- Review borderline grades for Learners who are not in the award stage of their programme</li> <li>- Agree results to be formally approved at the Examination Board</li> <li>- Approve the release of provisional results to Learners</li> </ul>	<p>Programme Managers Head of Examinations and Registrations By Invitation: Learner Welfare Officer</p>	
<p><b>Exam Board: (See QA 6.13 Examinations Board: TOR)</b></p> <ul style="list-style-type: none"> <li>- Consider all assessment findings and determine assessment results for each of the learners presented;</li> <li>- Consider the recommendations of all assessors, external examiners, and other members of staff on the programme/s under consideration;</li> <li>- Determine the summative assessment outcomes for all learners on all modules on all programmes validated by QQI leading to awards in the National Framework of Qualifications;</li> <li>- Determine the award classification for all learners in the award stage of programmes validated by QQI leading to awards in the National Framework of Qualifications;</li> <li>- Make decisions concerning applications for mitigation circumstances submitted by learners in respect of their assessments;</li> </ul>	<p>DQAA(Chair) Head of Examinations and Registrations External Examiners Programme Directors Deputy Programme Directors Programme Managers Academic staff Learner Welfare Office <b>In attendance:</b> CEO</p>	<p><b>Meets: Twice per year/June and September</b></p>
<p><b>Disciplinary Committee: (QA 7.9: TOR Disciplinary Committee)</b></p> <ul style="list-style-type: none"> <li>- Outlines the procedure to be followed;</li> <li>- Consider the evidence presented;</li> <li>- If appropriate, call witnesses;</li> <li>- Establish if on the balance of probabilities, the alleged breach of regulation has or has not occurred;</li> <li>- Where it is considered that no breach of academic integrity has occurred to close the matter;</li> <li>- Where a breach of academic integrity has occurred to reach a consensus; - Where relevant, assign a penalty to the student;</li> </ul>	<p><b>Minimum of 3 persons</b> Three persons chosen by the Academic Board independent of the matter being investigated. A note-taker Reports to AB as requested</p>	<p><b>Meets:</b> As required <b>Documentation:</b> All documentation related to the investigation Minutes (taken by a note-taker, not a member of the Committee)</p>



<p><b>Appeals Committee: (QA 7.11: Appeals Procedure)</b></p> <ul style="list-style-type: none"> <li>- To conduct the appeals process in a transparent manner;</li> <li>- To hear an appeal where there is evidence that SNMCI did not follow correct procedures;</li> <li>- To hear an appeal where there is evidence that there were circumstances or information of which the original decision-making body was not aware when its decision was taken;</li> <li>- To hear an appeal where there is evidence of substantive bias by one or more of the decision-makers;</li> </ul>	<p>Three persons chosen by the Academic Board independent of the matter being appealed. A note-taker Reports to AB as requested</p>	<p><b>Meets:</b> As required  <b>Documentation:</b> Completed Appeals Form Attached supporting documentation Minutes (taken by a note-taker, not a member of the Committee)</p>
<p><b>Learner Complaints Committee: (QA 7.7: Learner Complaints)</b></p> <ul style="list-style-type: none"> <li>- To follow the rule of 'natural justice';</li> <li>- To recognise a person's right to complain, where they feel they have been mistreated or disadvantaged as a result of the College's provision of programmes or services, or the behaviour or actions of members of College staff or the student body;</li> <li>- To establish facts and to seek clarification;</li> <li>- To agree the findings of any deliberation and to determine a fair resolution;</li> <li>- To prepares a report for the Academic Board;</li> </ul>	<p>Three persons chosen by the AB independent of the matter being investigated A note taker Reports to AB as requested</p>	<p><b>Meets:</b> As required  <b>Documentation:</b> All documentation related to the investigation</p>

### Policy Control Sheet

<b>Policy</b>	<b>QA 2.3 Academic Framework</b>
<b>Version</b>	3.0
<b>Adopted/Effective</b>	August 2020
<b>Supersedes</b>	2.0
<b>Monitoring/ Next Review Date</b>	Every two years /August 2022
<b>Responsible Officer(s) Designated Reviewer(s)</b>	DQAA;
<b>Scope</b>	College wide

### References

<b>SNMCI Policy area</b>	<b>2) Documented Approach to Quality: QA Vol 2</b>
<b>Developed with reference to</b>	QQI Core Statutory Quality Assurance Guidelines (2016) Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG 2015) QQI Statutory Quality Assurance Guidelines developed for Independent/Private Providers coming to QQI on a Voluntary Basis (2016)
<b>Related SNMCI Policies / Forms</b>	

### Revision

<b>Revision Number</b>	<b>Revision Description</b>	<b>Originator</b>	<b>Approved By</b>
2.0 08/2020	General review for blended learning status	Office of DQAA	AB