


#	POLICY TITLE:	POLICY AREA:	VERSION:	DATE:
	<b>2.4 ACADEMIC BOARD: TERMS OF REFERENCE (TOR)</b>	DOCUMENTED APPROACH TO QUALITY ASSURANCE	3.0	September 2020
<p><b>Introduction and Context:</b></p> <p>The Academic Board fulfils the regulatory requirement to establish appropriate academic governance model. It is the primary decision-making body in the College for all academic matters. It is essential to the effective functioning of the College and its existence and effectiveness is essential to maintain the College’s approval to provide programmes of higher education leading to QQI validated awards. The purpose of this document is:</p> <ul style="list-style-type: none"> <li>- To set out the composition and responsibilities of the Academic Board</li> <li>- To set out the Terms of Reference for the College’s Academic Board (TOR)</li> </ul>				
<p><b>Terms of Reference</b></p> <p>The Academic Board has the following responsibilities:</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 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> <li>- Monitors and reviews College academic management</li> </ul>				
<p><b>Decisions and Reporting Structure</b></p> <p>The Academic Board is the body responsible for the academic integrity and quality of programmes of education in SNMCI. It approves decisions made by other Boards and Committees. It is responsible for overseeing all aspects of academic governance to ensure compliance</p>				

with external and internal academic regulations, policy and quality assurance standards. The Academic Board reports directly to, and makes recommendations to, the Board of Trustees and in particular will seek the approval of the Board of Trustees in matters where a decision may have 'risk' implications for the College.

#### **Composition of the Academic Board:**

Membership consists of the following ex officio and nominated members:

- **Director of Quality and Academic Affairs (Chair);**
- **Academic Staff ex officio: Programme Directors; Coordinator other Centre.**
- **Non-teaching staff ex officio: Head of Examinations and Registrations (Secretary);**
- **External Advisor Nominated: (1):** SNMCI will seek out, invite and appoint an external advisor for the term of an agreed contract to a maximum of five years. External advisors may come from Academia or Industry. In the case of SNMCI, Industry relates to senior persons in schools, special schools, early years educational environments or any senior person involved in policy related to education. Academia relates to any senior person who has served as e.g. Director of Quality, Head of Academic Affairs, Head of Programme and /or Department for a programme of Education and Training.
- **Student Representative Nominated: (1):** A learner representative selected by democratic election by the Learner Representative group.
- **By invitation:** The Chairperson may invite an external party deemed relevant to the business of a meeting.
- **CEO:** The CEO is [ex officio] entitled to attend all meetings of the Academic Board as an advisor, a contributor, and as the link between the Academic Board and the Board of Trustees.
- The AB remains the decision-making body in the College for all academic matters.

**Quorum:** A quorum consists of 50% +1

**Terms of Office:** The term of office of nominated members is three years.

**Frequency of Meetings:** The Academic Board meets four times per year.

#### **Roles and Responsibilities**

**The duties of the Chair are to:**

- To establish the agenda of all meetings of the Academic Board
- To open each meeting
- To decide and announce the business and the order in which it is to be acted upon
- To state and put the question and to announce the result of any vote
- To call another member to the Chair for meetings that the Chairperson cannot attend
- To review the Terms of Reference for the AB every two years and amends as appropriate.

<p><b>The duties of the Secretary are to:</b></p> <ul style="list-style-type: none"> <li>- Liaise with the Chair in the formulation of the agenda</li> <li>- Keep minutes of all meetings</li> <li>- Send minutes to Chair for review</li> <li>- Circulate the minutes and includes them in the agenda for the next meeting</li> </ul>		
<b>Meetings</b>	<b>Person/s Responsible</b>	<b>Records generated to ensure evidence of follow through</b>
<p><b>Meetings of the Academic Board</b></p> <ul style="list-style-type: none"> <li>- Meetings are held at least 4 times per year, normally once per quarter before a meeting of the Board of Trustees.</li> <li>- The DQAA determines the meeting schedule annually as part of the Academic Calendar.</li> <li>- Meetings are held face-to face, but have the capacity to videoconference for members offsite</li> <li>- Members are required to make every reasonable effort to attend each meeting and to prepare by reading any documentation sent in advance.</li> <li>- The quorum for an Academic Board meeting is 50% of the membership, plus one and the quorum must include at least one representative of the student body.</li> <li>- Any matters for decision, considered when the meeting is inquorate, must be ratified at the next Academic Board meeting before those decisions can be actioned.</li> <li>- Decisions are normally made by consensus, but in the absence of consensus by open ballot, the DQAA has the casting vote.</li> </ul> <p><b>Procedure</b></p> <ul style="list-style-type: none"> <li>- Agenda, minutes of the previous meeting and any associated documentation are distributed at least five working days before the meeting.</li> <li>- Members are notified of the location and time of the meeting.</li> <li>- Any proposed items must be submitted to the Chair by the specified submission deadline.</li> <li>- The Secretary will keep minutes for each meeting.</li> </ul>	<p><b>DQAA</b></p>	<p><b>Academic Calendar</b></p> <p><b>Minutes</b></p> <p><b>Action Plans</b></p> <p><b>Reports from sub-committees</b></p> <p><b>Report of Academic Board to Board of Trustees</b></p> <p><b>Agenda</b></p> <p><b>Correspondence</b></p>

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| <ul style="list-style-type: none"><li>- The Chairperson will review the draft minutes and matters arising, after which the secretary circulates the documents to all committee members and includes them in the Agenda for the next meeting.</li></ul> |  |  |
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**Subcommittees of the Academic Board**

The following Boards and Committees report to the Academic Board:

1. The Exam Board (See QA 6.13: Exam Board TOR; convenes twice per year)
2. The Pre-Exam Board (See QA 6.12: Pre-Exam Board TOR; convenes once per year)
3. The Teaching Learning & Assessment Board (See QA 6.3: TOR Teaching, Learning & Assessment Board; normally convenes twice per year but more often as needed)
4. The Programme Committees (See QA 3.13: TOR Programme Committees; convene twice per year with one mid-year review)
5. The Admissions Committee (See QA 3.5: TOR Admissions Committee; convenes twice per year)
6. The RPL Committee (See QA 3.7: RPL Committee TOR; convenes as required)
7. The Ethics Committee (See QA 5.9: normally convenes twice per year but more often as needed)
8. The Research Committee (See QA 5.11: normally convenes twice per year but more often as needed)
9. The Disciplinary Committee (See QA 7.9: convened as required)

The Terms of Reference of all subcommittees of the Academic Board are approved by the Academic Board.

### Policy Control Sheet

<b>Policy</b>	<b>2.4 Academic Board: TOR</b>
<b>Version</b>	3.0
<b>Adopted/Effective</b>	September 2020
<b>Supersedes</b>	2.0
<b>Monitoring/ Next Review Date</b>	Every 2 Years /Sep 2022
<b>Responsible Officer(s)</b>	DQAA
<b>Designated Reviewer(s)</b>	CEO
<b>Scope</b>	Academic

### References

<b>SNMCI Policy area</b>	<b>2) Documented Approach to Quality Assurance: 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>	QA 2.3 Academic Framework

### Revision

<b>Revision Number</b>	<b>Revision Description</b>	<b>Originator</b>	<b>Approved By</b>
2.0/09/2020	General Review	Office of DQAA	AB